

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-502

☐

Other

☒

Amendment Number:

000001

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Management- Support Schedule

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 30, 2013 for \$73,218.15 and LOE of 700 hours.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 11/04/2014

Cost/Fee: \$0.00

LOE: 0

This Action:

\$79,218.15

700

Total:

\$79,218.15

700

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/30/2013

Cost/Fee: \$79,218.15

LOE: 700

Cumulative Approved:

Cost/Fee: \$79,218.15

LOE: 700

Work Assignment Manager Name Nick Nichols

(Signature)

(Date)

Branch/Mail Code:

Phone Number 202-564-1970

FAX Number:

Project Officer Name Portia Perry

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Carolyn Mosinski

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-502

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Other

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Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Management- Support Schedule

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SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

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Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

700

Total:

700

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Nick Nichols

Branch/Mail Code:

Phone Number 202-564-1970

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Meghan Thomas

Branch/Mail Code:

Phone Number: 202-250-8640

FAX Number:

(Signature)

(Date)

Contract No: EP-W-08-036
Work Assignment: 502
Option Year #4

**Work Assignment
Statement of Work
2013-2014**

I. Title - Management and Support for the National Contingency Plan - Subpart J Product Schedule (OP4-502)

II. Work Assignment Manager

William Nichols
USEPA OSWER OEM RPDD
MC 5104A
1200 Pennsylvania Ave. NW
Washington, DC 20460
Telephone: (202) 564-1970
Fax: (202) 564-2625
Email: Nichols.nick@epa.gov

III. Level of Effort

The estimated level of effort (LOE) for this work assignment is 700 hrs. The contractor shall not exceed the LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

IV. Duration

Work Assignment Initiation to November 4, 2014

V. Background Information

The U.S. Environmental Protection Agency's (EPA) Office of Emergency Management (OEM) Regulation and Policy Development Division (RPDD), is responsible for maintaining the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) Product Schedule, as required by the Clean Water Act, the Oil Pollution Act of 1990 (OPA 90), and the NCP.

Subpart J is a section of the NCP which stipulates the criteria for listing and managing the use of dispersants and other chemical and biological agents used to mitigate oil spills. The NCP

Product Schedule was a result of a requirement from section 311(d)(2) of the Clean Water Act and section 4201(a)(G) of the Oil Pollution Act of 1990, which requires the President to prepare a "schedule of dispersants, other chemicals, and other oil spill mitigating devices and substances, if any, that may be authorized for use on oil discharges..." EPA prepares and maintains the NCP Product Schedule (Schedule).

If a product owner and/or manufacturer or authorized representative wishes to list a product on the schedule, he/she must submit required information noted in 40 CFR §300.915. Specific toxicity and effectiveness protocols are found in Appendix C to Part 300 of the NCP (40 CFR §300.920). After receipt, EPA's NCP Product Schedule Manager conducts a review of the product data to confirm that the required information is complete and valid. The data requirements are designed to provide sufficient information to Federal On-Scene Coordinators (FOSCs) and Regional Response Teams (RRTs) to determine whether, and in what quantities, a product may be used to control an oil discharge. EPA will inform the submitter, in writing within 60 days, after receipt of complete technical product data, of its decision on adding the product to the Schedule. Additional information or a sample of the product may be requested by EPA (40 CFR 300.920(a)(2)).

VI. Tasks

Task A-1: Develop Work Plan

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. Contractor must have experience in analyzing GC/MS, effectiveness, and toxicity data as required under Subpart J. Chemistry and biological data and information evaluation, basic toxicology skills are required for this Work Plan. The work plan shall also include a schedule of deliverables.

Task 1: National Contingency Plan Subpart J - Technical Support

The contractor shall provide analytical support and evaluation of vendor product submissions. Contractor shall review product submittals in a timely and accurate manner (**Evaluations are generally due 5 business days from receiving TDF**). Evaluations shall include technical review of toxicity and effective test data, ingredients of products and their application information that needs to be examined (or provided by vendor if missing from original application) before listing a product. Contractor shall assume 10 product submittals a year. Evaluations are not more than 1 page in length. At least half the submittals may require more than one evaluation as vendor supplies further required information during the listing process. Contractor will develop draft product listing language, per Subpart J format requirements, and Technical Notebook documents for the product file and the Subpart J website. Website maintenance, once per month and based on TDF, and direct contact from vendors and product manufacturers is required. Details for certain task per TDF.

Task 2: NCP Information Line

The contractor shall retrieve and process designated Product Schedule inquiries from the Information Line. The information line is not a staffed hotline, but a voicemail service maintained by EPA. The contractor shall check the voicemail service by COB each day. Contractor response to voice mails shall state that the service is being provided by a contractor not EPA. The contractor shall screen these inquiries on a daily basis, and will address routine calls directly with the person requesting the information.

Technical requests and their responses will be reported to the WAM once a month. The WAM will be informed of any inquiries that require an interpretation of EPA policy as the requests come in but no later than the next business day. Contractor should expect 15 or more calls per month.

Task 3: Meeting Support / Logistics

The contractor shall submit draft technical summaries of meetings related to the management of the Product Schedule to the WAM. These meetings may include visits from product manufacturers and other stakeholder groups. Most meetings will be internal to EPA.

VII. Deliverables

The contractor shall provide monthly progress reports to the WAM highlighting accomplishments and findings, and identifying actual or potential problem areas or issues. At the direction of the WAM, deliverables will be hard copy and/or in Word, HTML Web Ready Document, a spreadsheet program, a database program, and/or CD-ROM, as needed.

The deliverables are due as follows. The contractor shall provide electronic copies of all drafts and final deliverables as well as associated work processing files compatible with OEM software (WORD), in Times Roman font unless otherwise directed by the WAM.

The dates for the following deliverables will be based on the following schedule:

<u>Deliverable</u>	<u>Time for Delivery</u>
Task A- 1	Work Plan due to EPA no later than 21 calendar days after contractor receipt of work assignment.
Task 1	<p>A due date and work/schedule under this activity will be specified in greater detail and confirmed by a TDF. Deliverables will not be due until at least 1 week after issuance of the TDF.</p> <p>Currently EPA receives an average of 1-2 requests a month from vendors wishing to have their products evaluated for possible listing on the Product Schedule. Preliminary evaluation of product submittals will be one week after issuance of TDF.</p>

Task 2	Information Line reporting will be due as directed under Task 2. More frequent reporting may be due when caller has more urgent request or needs to speak directly to WAM.
Task 3	Meeting notice will be given to contractor no later than 3 business days before scheduled meeting. Notes are due 3 business days after meeting.

QUALITY ASSURANCE (Task 1)

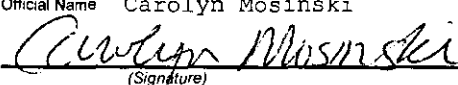
Performance under this work assignment requires the contractor to prepare a Quality Assurance Project Plan (QAPP) to be included as part of the work assignment. The contractor shall submit a QAPP with its work plan in accordance with *EPA Requirements for Quality Assurance Project Plans (QA/R-5)* found here: <http://www.epa.gov/QUALITY/qs-docs/r5-final.pdf>. The contractor's QAPP must be approved by the Work Assignment Manager (WAM) and Quality Assurance Manager. Following approval of the contractor's work plan and QAPP, the contractor shall perform all tasks under this work assignment in accordance with the quality standards established in the QAPP.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

TRAVEL

Performance under this work assignment requires local travel. Meetings are anticipated in the Washington, DC area. The contractor shall conduct local travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/fttr. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-504	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001	
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014	Title of Work Assignment/SF Site Name	
	Base Option Period Number 4	Support for EPCRA, CAA and CSI	
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014	
Comments: Approval of the contractor's work plan and cost estimate dated June 26, 2013 for \$960,160.64 and LOE of 6160 hours.			
<input checked="" type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input type="checkbox"/> Non-Superfund	
SFO (Max 2) 22 Note: To report additional accounting and appropriations data use EPA Form 1900-59A.			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 05/05/2008 To 11/04/2014		Cost/Fee: \$0.00 LOE: 0	
This Action:		\$960,160.64 6,160	
Total:		\$960,160.64 6,160	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated: 06/26/2013		Cost/Fee: \$960,160.64 LOE: 6,160	
Cumulative Approved:		Cost/Fee: \$960,160.64 LOE: 6,160	
Work Assignment Manager Name Sicy Jacob		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number 202-564-8019	
		FAX Number:	
Project Officer Name Portia Perry		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number: 202-564-2285	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number:	
		FAX Number:	
Contracting Official Name Carolyn Mosinski		Branch/Mail Code:	
 _____ (Signature)		Phone Number: 202-564-0962 _____ (Date) 7/12/13	
		FAX Number:	

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number OP4-504			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-W-08-036			Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4			Title of Work Assignment/SF Site Name Support for EPCRA, CAA and CSI			
Contractor SRA International, Inc.				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/05/2013 To 11/04/2014			
Comments: This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.									
<input checked="" type="checkbox"/> Superfund Accounting and Appropriations Data <input type="checkbox"/> Non-Superfund									
SFO (Max 2) 22 Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 0					
05/05/2008 To 11/04/2014									
This Action:				6,160					
Total:				6,160					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name Sicy Jacob						Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>						Phone Number 202-564-8019			
						FAX Number:			
Project Officer Name Portia Perry						Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>						Phone Number: 202-564-2285			
						FAX Number:			
Other Agency Official Name Manuela Meyer						Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>						Phone Number: 202-564-1628			
						FAX Number: 202-565-2557			
Contracting Official Name Carolyn Mosinski						Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> (Signature) (Date) </div>						Phone Number: 202-564-0962			
						FAX Number:			

CONTRACT NO: EP-W-08-036

WORK ASSIGNMENT NO: 504 (Option Year IV)

AMENDMENT NO:

WORK ASSIGNMENT TITLE: **Support for EPCRA, CAA and CSISSFERRA Regulatory Activities**

WORK ASSIGNMENT MANAGER: Sicy Jacob
Office of Emergency Management
Mail Code: 5104A
Phone: (202) 564-8019

ALTERNATE WORK ASSIGNMENT MANAGER: Jim Belke
Office of Emergency Management
Mailcode: 5104A
Phone: (202) 564-8023

PROJECT OFFICER: Portia Perry
Phone: 202/564-2285

BACKGROUND

Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), also known as the Emergency Planning and Community Right-to-know Act of 1986 (EPCRA), established a program to encourage state and local planning and preparedness for spills or releases of extremely hazardous substances. The program also provides the public and local governments with information concerning chemical releases and the potential chemical risks in their communities. EPCRA created requirements regarding planning and preparedness for chemical emergencies, and public access to information concerning potential chemical hazards. Under these provisions, the U.S. Environmental Protection Agency (EPA) promulgated reporting and emergency planning regulations.

Section 112(r) of the Clean Air Act (CAA) amendments of 1990 includes provisions for the development of accidental release prevention requirements for hazardous chemicals. Under these provisions, the U.S. Environmental Protection Agency (EPA) promulgated regulations ("RMP" regulations) for the prevention and detection of accidental releases of listed regulated substances and for response to such releases by the owners and operators of the sources of such releases. These regulations and technical guidance documents include the preparation, registration, and audit of risk management plans. These plans consist of: 1) a hazard assessment; 2) a prevention program; and 3) an emergency response program. EPA also promulgated a List of Regulated Substances and Thresholds (the List Rule) and the requirements for the petition process for additions to, or deletions from, the list of regulated substances.

As a result of concerns with the dissemination of portions of the Risk Management Plans, the "Chemical Safety Information, and Site Security and Fuels Regulatory Relief Act (CSISSFRRRA)" was passed on August 5, 1999. CSISSFRRRA exempts and limits public access to the restricted portions of the Risk Management Plans for at least one year while the federal government assesses both the risks of posting the information on the Internet and the chemical safety benefits of providing public access to the information. Based on these assessments, the federal government issued regulations governing distribution of the information. The Office of Emergency Management (OEM) is responsible for designing and implementing these efforts.

PURPOSE AND OBJECTIVES

The purpose of this work assignment is to provide support, both technical and programmatic, for the regulatory implementation activities conducted under EPCRA, CAA and CSISSFRRRA. This includes support to regulatory development activities such as conducting cost/benefit analyses, providing support to develop summary and response to comments documents, providing technical support for developing Agency responses and interpretations to questions the regulated community or implementing agencies may have on the regulations, as well as analysis of technical and policy issues for formal technical amendments or corrections needed. This work assignment also provides support to develop and deliver training materials for EPCRA and RMP regulations to inspectors and stakeholders. This work assignment will provide support for review of petitions for chemicals subject to the regulations under section 112(r) of CAA and EPCRA. This includes conducting any necessary analytical and acute toxicity studies of chemicals to support the regulatory decision process for chemicals listed under EPCRA and CAA 112(r), or conduct analyses and prepare reports or topical studies related to chemical risk information. This work assignment will also provide support to develop new EPA technical guidance documents related to EPCRA or CAA section 112(r) or to revise existing ones. This includes developing information to support inspection targeting, providing on-site and off-site technical support to facility audits and inspections, procure codes and standards needed to support inspections and training, and conducting analysis and developing lessons-learned from completed audit and inspection reports. As directed, the contractor will also provide support to development of compliance assistance and outreach materials related to any of the above objectives.

CONTRACT STATEMENT OF WORK (SOW) REFERENCE

This work is authorized under Statement of Work for contract # EP-W-08-036.

CONTRACTOR REQUIREMENTS

Task A-1

The Contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment.

Deliverables and schedules under Task A-1

Work plan and budget shall be submitted within 15 days of receipt of work assignment.

Task 1

The contractor shall provide support in preparing materials and supporting documents for publication of proposed and final Agency rulemaking notices under EPCRA, CAA and CSISSFRRRA. These shall include materials and documents such as: options papers, summary and responses to comments, cost/benefit analyses, and technical background documents. Specific requirements for these materials and supporting documents shall be provided by the WAM through written Technical Directives. The contractor may also facilitate workgroup meetings which may require long distance travel.

The contractor shall prepare materials and supporting documents for publication of a proposed or final Agency position on any petitions or Agency initiated efforts to delete/add chemicals, change reporting thresholds or toxic endpoints for the list of regulated substances under EPCRA and section 112(r) of CAA. These shall include materials and documents such as: literature searches, options papers, responses to petition arguments, cost/benefit analyses, and technical background documents. The contractor shall also provide support for conducting toxicity studies to determine if the chemicals meet the criteria for listing under CAA section 112(r) and EPCRA. Specific requirements for these materials and supporting documents shall be provided by the WAM through written Technical Directives.

The contractor shall conduct any necessary analytical and acute toxicity studies of chemicals to support the regulatory decision process for the Extremely Hazardous Substance list or Risk Management Program chemical list. The contractor will develop a testing protocol, subject to EPA review. The contractor shall follow established analytical procedures to include, but not limited to, purity, homogeneity and stability of the chemical being tested. The contractor shall follow approved EPA guidelines for mammalian animal testing by the oral, inhalation or dermal routes to determine either the median lethal dose at 50% mortality (LD50), median lethal concentration at 50% mortality (LC50), the lethal dose low (LDLO) or the lethal concentration low (LCLO). Such testing shall follow Good Laboratory Practices to ensure quality control of the testing and the test results.

The contractor shall provide support, including modeling, research and analyses, and development of drafts as necessary, to update or revise existing EPA guidance materials (e.g., Offsite Consequence Analysis Guidance, RMP General Guidance, RMP industry sector guidance, fact sheets, etc.) and to prepare new guidance materials, fact sheets, safety alerts and other outreach materials as appropriate. Such support may include converting documents into standard Internet-ready formats.

The contractor shall prepare support material for issues, both technical and programmatic, that are raised by the regulated community on EPCRA, CAA and CSISSFRRRA

regulations. The Contractor shall provide an initial assessment of the issues raised by the regulated community/implementing agencies and advise the EPA WAM on possible responses, consistent with the regulation, preamble, guidance or response to comments documents.

Deliverables and schedules under Task 1

The contractor shall prepare and submit any materials and supporting documents according to the schedule submitted by the WAM as part of Technical Directives.

Task 2

The contractor shall provide support to develop, revise, and deliver training curricula and materials for RMP and EPCRA inspectors and other government officials or stakeholders involved in EPCRA and RMP implementation. As directed, the contractor may also develop regulatory training courses tailored to specific stakeholder groups, and prepare training and compliance assistance information and publications related to EPCRA and CAA Section 112(r). Under this task, the contractor may also facilitate workgroup meetings and training courses which may require long distance travel. The contractor may be requested to provide support for up to twelve training courses for RMP and EPCRA during this contract period, including the following (dates are approximate; locations may change at direction of WAM):

May 2013:	RMP Inspector Training, Raleigh, NC
Oct 2013:	RMP Ammonia Refrigeration Training, Atlanta, GA
Nov 2013:	Root Cause Analysis, Incident Investigation, and Human Error Prevention Training, San Francisco, CA
March 2014:	RMP Ammonia Refrigeration Training, Dallas, TX
April 2014:	RMP Mechanical Integrity/Codes/Standards Course, Kansas City, MO
May 2014:	RMP Inspector Training, Dallas, TX
Jun 2014:	Root Cause Analysis, Incident Investigation, and Human Error Prevention Training, Chicago, IL
Sep 2014:	RMP Refinery Training, Houston, TX
Oct 2014:	RMP Inspector Training, Denver, CO

3 additional RMP training courses as directed by WAM, (exact dates TBD) as follows:

2014:	RMP Inspector Training, San Francisco, CA
2014:	RMP Mechanical Integrity/Codes/Standards Course, Atlanta, GA
2014:	RMP Ammonia Refrigeration Training, Kansas City, MO

If directed by the WAM, the contractor may be tasked to support work group meetings for development of the EPCRA and/or RMP On-Line Training courses.

Contractor shall complete development of the EPCRA on-line training course.

After completion of the EPCRA On-Line Training course, the contractor may be tasked to support development of RMP Inspector On-Line Training course.

The contractor may also be tasked to procure consensus codes and standards needed to support training courses, as directed by the WAM.

Deliverables and schedules under Task 2

The contractor shall prepare and submit any training materials, compliance assistance information, publications, and supporting documents according to the schedule submitted by the WAM as part of Technical Directives.

Task 3

The contractor shall provide on-site and off-site technical support for RMP and EPCRA facility inspections and audits, develop information to support inspection targeting, and conduct analysis and develop lessons-learned from completed audit and inspection reports as directed by the WAM. The contractor may be tasked to provide support for 12 inspections. For purposes of inspection planning, the contractor should assume inspections will last for an average of 5 days (including travel and on-site inspection time), and take place in the following locations:

- Houston, TX (4 inspections)
- Lake Charles, LA (2 inspections)
- Detroit, MI (2 inspections)
- Atlanta, GA (1 inspection)
- Los Angeles, CA (2 inspections)
- Philadelphia, PA (1 inspection)

Inspection support for each inspection shall include one day additional time for preparing inspection reports or related documentation.

As directed, the contractor will also provide support to the development of compliance assistance and outreach materials related to regulatory implementation. Under this task, the contractor may also be required to purchase consensus codes and standards and conduct long distance travel in support of audits and inspections at regulated facilities. The contractor and appropriate subcontractors may be required to obtain clearance for access to Confidential Business Information (CBI) under this task. If directed by the WAM, the contractor shall follow EPA regulations and OEM policy guidance in obtaining access to and handling CBI.

Deliverables and schedules under Task 3

The contractor shall develop any information and analyses or perform on-site audit/inspection support according to the schedule submitted by the WAM as part of Technical Directives.

Task 4

The contractor shall provide logistical support for meetings and webinars scheduled by the Agency to implement EPCRA, CAA and CSISSFRRRA. Meetings/webinars may include policy workshops, conferences and symposia, implementing agency working meetings, and public or stakeholder group meetings to discuss regulatory issues. This support will include activities such as preparation and distribution of meeting materials, maintenance of mailing lists, recording meeting discussions, meeting facilitation, and preparing meeting summaries. These materials will depend on the issues being addressed at the time, and could include activities such as data gathering, technical calculations and modeling, and policy/option evaluations to assist the Agency in its decision making process. The WAM will provide the contractor with Technical Directives specifying the nature of the meeting materials to be distributed.

Deliverables and schedules under Task 4

Meeting materials shall be distributed 10 days prior to the scheduled meeting date. The mailing list shall be updated to reflect information provided by the WAM within 5 days of the information being submitted to the contractor. The contractor shall attend issue meetings to record discussions. The contractor shall provide a draft summary of the meeting within 10 days of the meeting date, with a final meeting summary reflecting WAM comments 10 days after those comments are submitted. Any further revisions to meeting summaries shall be completed within 10 days of the WAM providing additional comments.

Task 5

The contractor shall perform analyses of RMP, EPCRA, NRC and other available data in order to identify RMP non-filers, identify RMP deficiencies, perform sector analyses, perform accident history or release trend analysis, and other analytical tasks as directed by the WAM.

Deliverables and schedules under Task 5

The contractor will prepare analytical reports or studies as directed by the WAM.

Task 6

Quick Response Task (QRT)

Contractor assistance is required to provide support to EPA in the development of materials for EPCRA, CAA RMP and CSISSFRRRA programs and regulations for distribution to Regions, States, State Emergency Response Commissions, Local Emergency Planning Committees, industry, or other groups. This may include, for example, assistance in the preparation of materials for presentation at Workshops, or rapid analysis of an issue raised on a regulation or guidance that will be addressed at an upcoming public meeting or Workshop. The Contractor may be called upon to provide technical input or policy analysis of a regulatory interpretation.

Each task within the WA may require quick turn-around. QRT will be identified via issuance of Technical Directives, only as QRTs fall within the budget of the work assignment.

SCHEDULE AND DELIVERABLES

See each individual task.

LEVEL OF EFFORT

The estimated LOE for this work assignment is 6,160 hours. The Contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

PERIOD OF PERFORMANCE

The period of performance of this work assignment is from May 5, 2013 through November 4, 2014.

CONTRACT PROVISIONS AND STIPULATIONS

Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

CONTRACTOR COMMUNICATIONS

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/fttr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended.

The Contractor shall not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-505

☐ Other☒ Amendment Number:

000001

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

NPPD's Int. Pl. & Prep. Work

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 24, 2013 for \$182,918.15 and LOE of 2050 hours.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 11/04/2014

Cost/Fee: \$0.00

LOE: 0

This Action:

\$182,918.82

2,050

Total:

\$182,918.82

2,050

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/24/2013

Cost/Fee: \$182,918.82

LOE: 2,050

Cumulative Approved:

Cost/Fee: \$182,918.82

LOE: 2,050

Work Assignment Manager Name Beatriz Oliveira

(Signature)

(Date)

Branch/Mail Code:

Phone Number 202-564-2080

FAX Number:

Project Officer Name Portia Perry

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Carolyn Mosinski

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-505

☐

Other

☐

Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

NPPD's Int. Pl. & Prep. Work

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

2,050

Total:

2,050

Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Beatriz Oliveira

Branch/Mail Code:

Phone Number 202-564-2080

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

Work Assignment Form (WebForms v1.0)

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: Option Period IV- 505

WORK ASSIGNMENT TITLE: *Support for NPPD's International Planning and Preparedness Activities.*

CONTRACTOR: SRA

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER:

Beatriz M. Oliveira

Email: oliveira.beatriz@epa.gov

Mail Code: 5104A

Phone: (202) 564-2080

Fax: (202) 564-2620

PERIOD OF PERFORMANCE: 05/04/13– 11/04/14

LEVEL OF EFFORT

The estimated level of effort (LOE) for this work assignment is 2050 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

BACKGROUND:

Annex II of the 1983 La Paz agreement establishes cooperative measures for preparing and responding to oil and hazardous substance incidents along the Mexico-United States (U.S.) inland border. The La Paz Agreement also requires a Joint Contingency Plan (JCP) which was developed in 1988, signed in 1999, updated and finalized on September 2008. The Mexico-U.S. JCP has provided the foundation for the 15 Sister City Binational Emergency Response Plans that have been developed over the last several years. The Emergency Preparedness and Response Border-Wide Workgroup (BWWG) was created to coordinate and implement Border 2012's Goal #5 and its three objectives.

The Emergency Preparedness and Response workgroup is co-chaired by U.S. EPA's Office of Emergency Management (OEM), Mexico's Procuraduría Federal de Protección al Ambiente (PROFEPA-Office of the Federal Attorney General for Environmental Protection), and Secretaría de Gobernación, Dirección General de Protección Civil (Mexico's Office of Civil Protection). The Joint Response Team (JRT), another La Paz Agreement requirement, is also co-chaired by Mexico's PROFEPA, Protección Civil, and U.S. EPA's OEM. Additional JRT partners include representatives from other U.S. and Mexican federal agencies, including state, Tribal and local offices responsible for emergency prevention, preparedness, and response in the border area. The BWWG essentially functions as the steering committee of the Joint Response Team (JRT).

OEM also has a bilateral cooperative program to protect human health and the environment along the U.S.-Canada border. The extensive border and the considerable and diverse geography of the ecosystems shared by the two countries requires close cooperation among many U.S. states, Canadian provinces, U.S. tribes, First Nations, and local and federal governments. Many of the activities described under Task 1, are spearheaded by OEM or EPA's regional offices, state and local governments or Native American tribes. One of these many collaborative initiatives is the Canada-US Joint Inland Pollution

Contingency Plan (JICP) and its' regional Annexes, which provide for a cooperative mechanism for preparedness for, and response to, polluting incidents that cause, or may cause, damage to the environment along the inland boundary, or may constitute a threat to public safety, security, health, welfare, or property. The extensive border (over 4,000 miles), the considerable and diverse geography of the ecosystems shared by the two countries, requires close cooperation among many U.S. states, Canadian provinces, U.S. tribes, First Nations, and local and federal governments.

As an active member of the U.S-Mexico BWWG and the U.S Co-chair of the U.S-Canada International Joint Advisory Team, OEM is the lead on several work projects on emergency preparedness and response activities and cross border activities.

SCOPE:

The purpose of this WA is to accomplish the various US-Mexico/Canada border related projects, in addition to other OEM activities as they relate to other national contingency planning and preparedness tasks.

Task 1: Regulatory/Guidance Support: Review/Evaluate/Research. Update Draft Guidance Materials:

Subtask 1A:

The Contractor shall: provide technical support for proposed guidance or documents for oil and/or hazardous substances, and/or planning and preparedness hazards, including but not limited to changes to the Mexico-U.S. Joint Contingency Plan (JCP), updates to Appendix A & B (notification system); revisions/formatting of the Canada-US Joint Contingency Plan and Regional Annexes, and other guidance materials.

This support will include development of the following: formatting or updating of the Mexico-U.S. JCP and Appendix A&B (notification system); Canada-U.S. JCP and Regional Annexes; drafting any other guidance regarding the US borders, revising and updating both JCP's Appendices and diagrams; assist in developing and/or drafting various documents relating to cross border issues and other relevant materials. In addition, update and/or revise EPA's list of emergency response vehicles and personnel for cross border purposes. Continue to provide support in assisting EPA regional offices working with organizations (state, and local emergency responders), on pilot projects regarding insurance coverage that will protect them when crossing the border into Mexico or Canada, to assist in responding to hazardous material incidents or releases. Support drafting guidance or responses to comments, other notices, summaries of relevant comments from previous guidance, briefing materials, fact sheets on technical issues, workgroup meeting notes, technical summaries of meetings, analyses requested by the workgroup, status reports, data summaries and analyses, conference papers, issues and option papers, guidance development schedules and tracking devices and special presentations as identified in meetings with the WAM. Final guidance shall be written by EPA. The Contractor shall provide technical support for evaluating guidance and/or regulations proposed by other agencies related to planning and preparedness, such as from the Department of Homeland Security, Customs & Border Protection, U.S. Coast Guard and others. The Contractor shall provide draft analyses of studies that support risk management studies, surveys and analysis as requested by EPA WAM.

Subtask 1B:

The Contractor shall: develop and/or provide technical review, including but not limited to US/Mexico and US/Canada documents as well as other binational documents relevant to emergency prevention,

preparedness, and response of oil spills and other hazardous substances to ensure documents and/or guidance comply with other US and/or US/Mexico and/or Canada border regulations, policies, procedures, and guidance. The Contractor shall translate some of the above mentioned draft guidance, memos and other documents into the Spanish language and ensure that the final draft translation will preserve the meaning, level, implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language. The specific instructions for reviewing these documents will be provided by the WAM in a TD.

Task 2: Technical Support:

Subtask 2A: Support the Inland Area Contingency Planning Workgroup

Background:

The passage of the Oil Pollution Act of 1990 (OPA) established Area Committees comprised of members from qualified personnel of Federal, State, and local agencies. According to OPA, each Area Committee, under the direction of the Federal On-Scene Coordinator for its area, was directed to (i) prepare for its area the Area Contingency Plan (ACP); (ii) work with State and local officials to enhance the contingency planning of those officials and to assure preplanning of joint response efforts, including appropriate procedures for mechanical recovery, dispersal, shoreline cleanup, protection of sensitive environmental areas, and protection, rescue, and rehabilitation of fisheries and wildlife; and (iii) work with State and local officials to expedite decisions for the use of dispersants and other mitigating substances and devices. OPA further stated that each Area Committee was directed to prepare an ACP. OPA mandated that Facility Response Plans (FRP) and Vessel Response Plans (VRPs) must be consistent with the requirements of the National Contingency Plan and Area Contingency Plans. In 1992, the EPA published a Federal Register Notice in which the EPA Administrator fulfilled the OPA mandate to create Area Committees for the Inland Zone and designated the 13 individual Regional Response Teams as the initial Area Committees. Currently EPA Regions work with 14 areas and 62 subareas to convene Area Committees comprised of federal, state, and local government agencies to prepare ACPs.

OEM's Strategic Plan for the Oil Program has set Area Planning as one of five priorities for the oil program. The Strategic Plan has specifically directed that the regions "Participate with sister agencies and regulated community through Area Committee meetings, training, RRT, NRT, and exercises to develop area planning strategies to address high-risk areas." The key objective of Area Contingency Planning Strategic Plan Workgroup is to develop a work plan for an area planning strategy addressing high-risk areas. This effort will be conducted by the existing National Inland Area Contingency Planning Workgroup (Inland ACP Workgroup).

The Contractor shall: work with EPA to coordinate and provide support activities relating to ACP quarterly conference calls, draft agendas, documents and/or other guidance materials, draft conf. call summaries and meeting agendas. In addition, develop presentations and/or draft documents based on regulatory and/or guidance requirements, objectives, and recent activities. Revise and update strategic work plans, revise and/or update the ACP Handbook, other guidance documents and provide support for meetings and/or conferences, draft briefings and/or presentations.

The EPA WAM will review and comment on the materials within 10 days and provide those comments to the Contractor. Any modification to the deliverable will be requested by the EPA WAM in a written TD. Any revisions requested by EPA shall be incorporated and submitted to the EPA WAM within 10 days of the request.

Subtask 2B: Provide planning, coordination, outreach and support for binational (US-Mexico/Canada), table top and/ or other exercises

EPA may be involved in the planning, coordination and outreach of activities involving support for the binational exercises (e.g.: testing the notification system) such as table tops and other exercises. These exercises may require technical assistance for EPA's participation including support in the development of scenarios, ICS roles and exercise injects; maintenance of exercise related materials, providing response support at appropriate locations and preparation of lessons learned, after action reports and any other supporting documentation.

Regarding the US-Mexico JCP notification system, the Contractor shall also continue to revise and/or update this system within the JCP by providing support to future notification drills. The Contractor shall design a short (one page) exercise scenarios to test the notification procedures in the US/Mexico JCP for each of the US states along the border. The same scenario will be used for each state and will include an exercise of the notification procedures in the US/Mexico JCP, which will identify issues and lessons learned.

The Contractor shall: work with EPA to coordinate and provide support activities relating to the binational exercises, table top and other exercises, as needed. The exercises will involve players from EPA regional offices, Mexico, Canada and/or other federal agencies, state, and local emergency responders, industry representatives, foreign government representatives, and other government senior leaders. In addition, they will also include member agencies of the Joint Response Team and other response partners. Some of the areas of support and assistance that the Contractor shall provide may include but is not limited to:

- Draft appropriate support materials for exercise and/or any meetings relating to the planning/coordination of the exercises, including briefings, presentations, agendas, handbooks, some of which will need to be translated into Spanish;
- Assist with logistics and administrative support throughout the project period of performance; and
- Draft training and briefing materials, and assisting in the facilitation of same, if required.
- Translate some of the above mentioned materials and/or other documents into the Spanish language and ensure that the final draft translation will preserve the meaning, level, implication, and form of the original document so that the reader will understand as well as he or she would, if it had been written in the reader's native language. The specific instructions for these documents will be provided by the WAM in a TD.

Task 3: Support for Conferences/Meetings/Events/Workshops :

Conferences/Meetings/Events/Workshops -- EPA shall provide support and technical information, as they are involved in preparing for the following meetings: **(Subtask 1)** Planning/support for regional meetings, events and/or conference calls, webinars TBD, **(Subtask 2)** US/Mexico and/or US/Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls, webinars and Video Teleconferences, TBD, **(Subtask 3)** Joint Response Team meetings, and **(Subtask 4)** Other meetings/Conferences.

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's Green Meetings / Conferences Initiative found here:

<http://www.epa.gov/oppt/greenmeetings/index.htm>.

The Contractor shall: conduct research and summarize technical information in preparation for meetings and conferences, attend meetings and conferences, conference calls and write summaries of meeting content. Contractor activities specific to each event are provided below:

- (1) Support bi-national, table top or any other exercise planning/coordinating/outreach/conference calls and/or meetings. The Contractor shall prepare an agenda to the EPA WAM for review; prepare any meeting presentation materials; facilitate the meeting; take notes and provide translation assistance during bi-national conf. calls. The Contractor shall also be responsible for the following activities:

- Ø Establish or verify meeting locations, schedules, and lodging information;
- Ø Provide logistical support for the meetings;
- Ø Provide presentation materials;
- Ø Prepare and distribute the planning meeting agenda and any support material;
- Ø Prepare and distribute meeting summaries within one week following the exercise meeting;
- Ø Provide draft deliverables for review; and
- Ø Coordinate invitation and track registration of participants.

In support to these and other meetings, the Contractor shall continue to support EPA on any other changes that will be necessary to finalize these and other documents including but not limited to providing a camera ready copy for printing purposes. If necessary, EPA will utilize the EPA Print Shop services for duplication purposes. The contract states that the contractor (or subcontractor) can print, copy, or create:

- No more than 5,000 pages of a single-color (i.e. black), one-page document;
- No more than 25,000 total aggregate pages of a single-color (i.e. black) multiple-page document;
- No more than 100 total aggregate pages of a multi-color (i.e. color) document;
- No documents greater than 11" × 17" in size
- No images greater than 10 ¾" × 14 ¼" in size
- No more than 100 diskettes, CDs, or DVDs

In addition, (2-3) two or three long distance trips may be required to provide outreach and/or meeting support. Date and location of long distance travel will be determined by WAM. For planning purposes, assume (2-3) two long distance trips (southern border and/or northern Border States; Mexico and/or Canada)

(2) Provide support to the US/Mexico and/or US/Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls /webinars (TBD):

- This support shall include development of draft agendas, discussion documents, briefing booklets, and assist in translation/interpretation during bi-national conf. calls, based on discussions with and materials from the WAM. Agenda items/topics and discussion documents shall be provided to the WAM via email after receipt of written technical direction giving the date of the meeting. The contractor shall then have 15 days to provide a draft of the agenda and discussion documents. The WAM shall review and comment on the agenda and discussion documents within 10 days and provided those comments to the contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.

- The contractor shall also develop briefing materials which includes agendas, discussion documents, issues papers, briefing materials, overheads, slides, flip charts, and other materials to convey information to the National Coordinators. Specific instructions for materials to be included shall be provided in a TD. The WAM shall review and comment on the materials within 10 days and provided those comments to the contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
- The contractor shall translate some of these documents (as directed by the WAM) into Spanish. The contractor shall make multiple copies (up to 60) of each document (in English and Spanish, as appropriate) for the briefing materials (10 days prior to the meeting) and mail, UPS or FEDEX

EPA can provide the labels) this information to the U.S. and Mexican representatives as well as to the hotel at least one week prior to the meeting.

(3) The contractor shall provide support for the U.S./Mexico Joint Response Team meetings (TBD).

1. This support shall include development of draft agendas, discussion documents, and briefing materials, based on discussions with and materials from the WAM. Agenda items/topics and discussion documents shall be provided to the WAM on disk 15 days after receipt of written technical direction giving the date of the meeting. The contractor shall then have 10 days to provide a draft of the agenda and discussion documents. The WAM shall review and comment on the agenda and discussion documents within 10 days and provided those comments to the contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
2. The contractor shall also develop briefing materials which includes agendas, discussion documents, issues papers, briefing materials, overheads, slides, flip charts, and other materials to convey information to the JRT members. Specific instructions for materials to be included shall be provided in a TD. The contractor shall then have 10 days to provide a draft of the briefing materials. The WAM shall review and comment on the briefing materials within 10 days and provided those comments to the contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
3. The contractor shall mail, UPS or FEDEX (EPA can provide the labels) this information to the U.S. and Mexican JRT representatives as well as to the hotel, where the meeting is being held, at least one week prior to the meeting. The WAM shall provide the contractor with the name and address of the hotel via TD.

For each of these meetings, the contractor shall also:

- establish a mailing list of U.S. JRT representatives using the list developed for the last National Coordinators meeting and JRT meetings as well as additional information provided by the WAM.
- provide facilitation and logistical support during these meetings, such as securing meeting facilities, ensuring availability of necessary audio-visual equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group

discussions, ensuring proper set up of the meeting room with headphones and name tags and plates for each participant, and ensuring simultaneous translation (Spanish/English); and

- prepare a summary which includes an overview of the highlights of the meeting, an outline of any issues/problems that must be addressed, any deadlines determined by the meeting participants, the name of the person who assumed responsibility or was assigned to work or resolve the issue/problem, a summary of actions taken for each agenda item, a description of any relevant discussions, any major decisions made by the group, and a list of attendees. These summaries shall be in English and Spanish. The summary (in English) for the meeting shall be provided to the WAM 10 days following the conclusion of the meeting. The WAM shall review and comment on the meeting summary within 10 days and provided those comments to the Contractor. Any modifications to the deliverable shall be requested by the WAM in a written TD. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request. The contractor shall translate the document into Spanish, in 10 days following completion of the final summary document.
- provide follow-up assistance to the WAM as a result of these meetings and as directed by the WAM in a TD.

The WAM anticipates needing one Contractor to attend these meetings who is bilingual. In addition, one long distance travel may be required to provide outreach and/or meeting support. Dates and location shall be determined by WAM. For planning purposes, assume 1(one) long distance trip.

In order to perform work under tasks 1, 2, and 3, the contractor's staff must be bilingual and have extensive knowledge of the U.S./Mexico and U.S./Canada border activities as well as other relevant international activities related to chemical emergency prevention, preparedness, and response.

(4) Other meetings/Conferences/Webinars--- In addition to the conferences specified in the work assignment, the contractor may also provide outreach and/or meeting support at another event requiring long distance travel. Technical direction for conference attendance shall be issued by the WAM no later than two weeks before a meeting begins.

Deliverables

The contractor shall provide monthly progress reports to the WAM highlighting accomplishments and findings, and identifying actual or potential problem areas or issues. At the completion of the work assignment, the contractor Project Manager shall report the dollars spent and hours worked according to an EEAB project management tracking system. At the direction of the WAM, deliverables shall be hard copy and/or in Microsoft Word, a spreadsheet program, a database program, and/or CD-ROM, camera ready copy with appropriate printing forms, as needed.

The dates for the following deliverables shall base on the following schedule:

<u>Deliverable</u>	<u>Time for Delivery</u>
Workplan	21 days after receipt of this work assignment

<p><u>Subtask 1A:</u> provide technical support for proposed guidance or documents for oil and/or hazardous substances, and/or other planning and preparedness hazards, including but not limited to guidance changes to the Mexico-U.S. Joint Contingency Plan (JCP) and/or Appendices and/or Canada-US Inland Pollution Joint Contingency Plan and/or Regional Annexes as well as other guidance materials.</p>	<p>15 days after receipt of written technical direction or as directed by WAM for time critical materials. Any revisions shall be completed within 10 days of receiving comments from the WAM.</p>
<p><u>Subtask 1B:</u> Develop and/or draft technical review to Binational documents relevant to emergency prevention and preparedness of oil spills and other hazardous substances emergencies. The contractor shall translate some of the above mentioned draft guidance, memos and other documents into the Spanish language.</p>	<p>15 days after receipt of written technical direction or as directed by WAM for time critical materials. Any revisions shall be completed within 10 days of receiving comments from the WAM.</p>
<p><u>Subtask 2A:</u> Provide support to Inland ACP conference calls; webinars, support for meetings by drafting key points and action items, briefings and/or conferences. Edits/updates and/or revises the Inland ACP handbook/guidance document in coordination with regional workgroup members.</p> <p><u>Subtask 2B:</u> Draft appropriate support materials for exercise and/or any meetings relating to the planning/coordination of the exercises,; as necessary, provide feedback and/or review of drafted briefings, presentations, agendas, charters, some of which will need to be translated into Spanish; assist with logistics and administrative support; draft training and briefing materials, and assist in the facilitation of same, if required.</p>	<p>15 days after receipt of written technical direction. Any revisions shall be completed within 10 days of receiving comments from the WAM.</p>
<p>Task 3: Support for Conferences and Meetings</p> <p><u>Subtasks 1, 2, 3 & 4:</u> Provide support to:</p> <p>(1) Planning/support for regional exercises/TTXs, meetings, events and/or conference calls, TBD, (2) US/Mexico and/or US/Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls, TBD, (3) Joint Response Team meetings, and (4) Other meetings/conferences/webinars.</p>	<p>As directed by WAM via TDF</p>

<p><u>Subtask 1A:</u> provide technical support for proposed guidance or documents for oil and/or hazardous substances, and/or other planning and preparedness hazards, including but not limited to guidance changes to the Mexico-U.S. Joint Contingency Plan (JCP) and/or Appendices and/or Canada-US Inland Pollution Joint Contingency Plan and/or Regional Annexes as well as other guidance materials.</p>	<p>15 days after receipt of written technical direction or as directed by WAM for time critical materials. Any revisions shall be completed within 10 days of receiving comments from the WAM.</p>
<p><u>Subtask 1B:</u> Develop and/or draft technical review to Binational documents relevant to emergency prevention and preparedness of oil spills and other hazardous substances emergencies. The contractor will translate some of the above mentioned draft guidance, memos and other documents into the Spanish language.</p>	<p>15 days after receipt of written technical direction or as directed by WAM for time critical materials. Any revisions shall be completed within 10 days of receiving comments from the WAM.</p>
<p><u>Subtask 2A:</u> Provide support to Inland ACP conference calls; webinars, support for meetings by drafting key points and action items, briefings and/or conferences. Edits/updates and/or revises the Inland ACP handbook/guidance document in coordination with regional workgroup members.</p> <p><u>Subtask 2B:</u> Draft appropriate support materials for exercise and/or any meetings relating to the planning/coordination of the exercises;; as necessary, provide feedback and/or review of drafted briefings, presentations, agendas, charters, some of which will need to be translated into Spanish; assist with logistics and administrative support; draft training and briefing materials, and assist in the facilitation of same, if required.</p>	<p>15 days after receipt of written technical direction. Any revisions shall be completed within 10 days of receiving comments from the WAM.</p>
<p><u>Task 3:</u> Support for Conferences and Meetings</p> <p><u>Subtasks 1, 2, 3 & 4:</u> Provide support to:</p> <p>(1) Planning/support for regional exercises/TTXs, meetings, events and/or conference calls, TBD, (2) US/Mexico and/or US/Canada meetings, including National Coordinators and/or Co-Chair meetings and/or conference calls, TBD, (3) Joint Response Team meetings, and (4) Other meetings/conferences/webinars.</p>	<p>As directed by WAM via TDF</p>

Travel

The contractor shall be required to travel under this work assignment. For planning purposes, two and/or three long distance trips may be anticipated in support of the Planning/Preparedness activities for one Contract staff member for two days. Other long distance travel may be anticipated to support US/Mexico, US/Canada and/or exercise meetings, for one Contract staff member for two days. In addition to the meetings specified here, the contractor may also provide outreach and/or meeting support at another event requiring long distance travel for one contract staff for two days. Any non-local travel directly chargeable to this work assignment must be submitted to and have it approved by the Project Officer.

Technical Direction

In accordance with EPAAR 1552.237-71-Technical Direction, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical Direction includes:

- (1) Direction to the contractor which assists in accomplishing the WA SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after verbal issuance.

CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of this work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If not conflicts exist, the contractor shall state that no conflicts exist.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-506

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Support for POCD

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

1,200

Total:

1,200

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Sherry Fielding

Branch/Mail Code:

Phone Number 202-564-6174

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP4-506

WORK ASSIGNMENT TITLE: Support for OEM Program Operations & Coordination

CONTRACT NUMBER: EP-W-08-036.

WORK ASSIGNMENT MANAGER:

Sherry Fielding OEM/POCD

Mail Code: 5104A

Phone: 202-564-6174

Fax: 202-564-8729

Alternate Work Assignment Manager

Schatzi Fitz-James

Mail Code: 5104A

Phone: 202-564-2521

Fax: 202-564-8729

ESTIMATED PERIOD OF PERFORMANCE:

May 5, 2013 to November 4, 2014.

ESTIMATED LABOR HOURS:

The estimated level of effort (LOE) for this work assignment is 1200 hrs. The contractor shall not exceed the LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

BACKGROUND:

The Office of Emergency Management is responsible for providing policy, programmatic support and technical assistance to its stakeholders, including Regional EPA preparedness, planning and response programs operating under the authorities of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) as amended by the Superfund Amendment and Reauthorization Act (SARA), the Clean Water Act (CWA), the Oil Pollution Act (OPA) of 1990, the Stafford Act, Clean Air Act 112r and various Homeland Security presidential initiatives.

OEM program operations and coordination activities include headquarters support for emergency responses and time critical removals as defined in the National Oil and Hazardous Substances Contingency Plan (NCP) and major responses under the National Response Framework (NRF). Programmatic and coordination support also extends to various activities related to Department of Homeland Security (DHS) initiatives and chemical emergency preparedness and prevention.

In addition, OEM serves as the lead office for coordination of headquarters emergency operations associated with Emergency Operations Center (EOC) activations involving oil, hazardous materials, and other environmental problems; catastrophic disasters involving and/or affecting hazardous material, oil releases and EPA facilities and sites. The Headquarters EOC in the Ariel Rios building serves as the focal point for national coordination efforts during a major incident.

SCOPE:

The purpose of this work assignment is to provide technical assistance to support OEM program personnel in Headquarters and, where appropriate, regional personnel. The focus of this support is on program operations and coordination led by the Program Operations and Coordination Division (POCD), but may also encompass support for related activities in other OEM Divisions.

TASKS:

TASK 1: DEVELOP WORK PLAN

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

TASK 2: Technical Support for POCD Regional Coordinators

POCD staff support a number of inter and intra-agency emergency preparedness, planning and response efforts. Such efforts include EPA's Emergency Response & Removal Program Coordination, Chemical Emergency preparedness and Prevention Coordination, Regional Coordination activities, National Workgroup coordination and EPA Watch Officer activities. POCD staff members are often called upon to facilitate meetings and develop issue papers, briefings and analyses. Contractor staff supporting this task shall have demonstrated experience with meeting management and conference planning.

Specific areas of contractor support for the above-mentioned activities are captured below in the following sub-task categories:

Sub-task 2.1: Information Collection and Compilation

POCD Regional Coordinators provide support to EPA Regional programs and are often called upon to gather information regarding regional activities. The Contractor shall provide assistance with requested information from supporting databases, such as CERCLIS, WebEOC, and EPAOSC.net, which contain updated pollution reports, situation reports and other documents for the purpose of analysis. The Contractor shall provide support in preparing regional summary information. This support may include compiling information submitted by regions on a

particular programmatic subject. Under this task, the Contactor shall also prepare and produce the annual update to the OSC Phone Book upon receiving the necessary information updates from the EPA project lead. The OSC Phone book will be updated no later than October 2014. For planning purposes, the Contractor shall anticipate no more than 5 requests for regional summary information, and 20 requests for individual region questions. The EPA Technical leads for this sub-task are Sherry Fielding and Eugene Lee. The EPA lead for the OSC Phone Book effort is Tim Grier. The Contractor will take technical direction from WAM and work through WAM.

Sub-task 2.2: Removal Manager Meetings

POCD has lead responsibilities for coordinating Removal Manager meetings. The Contractor shall provide meeting (including conference call) and workgroup support to Removal Manager activities. As needed, the Contractor shall assist in the compilation of background materials and provide support for specifically identified follow-up efforts. There may be a need for analysis or research on a particular topic prior to a Removal Managers meeting (no more than 3). Post-meeting support by the Contractor shall include follow-up issue briefs (no more than 2 per meeting) from action items agreed upon at the meetings. For the duration of the work assignment, the contractor should plan for travel for two individuals for three days. The exact location and time of the meeting is not known at this time, however for purposes of planning, a location in the central part of the country should be anticipated. Because the tasks will be based on the agenda for the meeting, the specific topics are not currently available; however position papers on not more than three topics can be anticipated.

Sub-task 2. 3: Support for START and ERRS National Coordination

POCD staff members serve as national leads for programmatic issues relating to Superfund Technical Assessment and Response Team (START) contracts Emergency and Rapid Response Services (ERRS) contracts and Warehouse Equipment Services (WES) contracts. POCD staff members engage in periodic conference calls (est. 10/year), local meetings (est. 6/year) and a biennial conference where program and acquisition staff from EPA HQ and Regional offices discuss START, ERRS and WES issues. The Contractor shall provide support relating to updates to the START and ERRS contracts point of contact (POC) lists. The above-mentioned information shall be updated three (3) times during the course of this work assignment at six (6) month intervals beginning September, 2013. In addition, the Contractor shall provide assistance with planning and executing Superfund Project Officer and Contracting Officer (PO/CO) training associated with START and ERRS activities. The timing of this support is being discussed by EPA's SRMAC Workgroup. For planning purposes, the Contractor shall anticipate supporting agenda development for two half-day Video Teleconference Calls (VTCs) and a webinar during the course of this work assignment. The VTCs are being planned for the fall of 2013 and the webinar in the spring of 2014.. No contractor travel or on-site support is anticipated.

TASK 3: Support for Development and Implementation of Strategies and Policy Regarding Specific Contaminants or Approach

The specific content and exact schedule of deliverables are identified in the task deliverables and schedule chart. Contractor staff supporting this task shall have demonstrated knowledge of the EPA Removal Program and knowledge specific to the particular topic (as described below).

Sub Task 3.1: Reports or Papers on Specific Contaminant or Approach

POCD, as part of its general responsibilities, is asked to respond to findings by the General Accounting Office (GAO), the EPA Office of Inspector General (IG) and other groups and reports requesting research to study and development approaches for dealing with specific contaminants or approaches to cleanup. Examples of this include the Agency for Toxic Substance and Disease Registry (ATSDR) Health Consultations and Summary Report and other intra-Agency technical documents (i.e., Framework for Investigating Asbestos-Contaminated Superfund Sites) that provide directives to the Emergency Response program. For this upcoming period the focus includes, but is not limited to mercury and asbestos. Additionally POCD will be addressing various aspects of energy extraction which is also known as fracking. The Contractor shall provide technical and administrative support for development and implementation of products relating to those topics within the Removal Program. This support shall consist of maintaining updated information on a list of sites undergoing assessment, maintaining HQ-relevant documentation on any removal activities at selected sites, and development of briefings and training materials no more than quarterly that support implementation of the strategies related to the contaminants. An update to the asbestos contaminated vermiculite sites spreadsheet and report shall be prepared and submitted before the end of the calendar year.

Sub Task 3.2 Mercury Guidebook

The Office of Emergency Management (OEM) and the Regional Removal Managers have formally agreed to develop a workgroup to plan for and create a National Mercury Response Guidebook. A policy memo is expected to be signed by the Director, OEM which establishes agency policy on Mercury responses. Additionally, the memo includes some guidance which will be incorporated into the final Mercury Guidebook. The primary purpose of the guidebook will be to offer nationally consistent guidance on action levels, operational approaches to cleanup, and enforcement priorities. There are currently several guidebooks (EPA and otherwise) that offer important information, however this action consolidates all guides to provide one EPA guidebook. Using a committee of EPA experts, the guidebook will be developed based on best practices and experience.

The Contractor shall provide technical assistance in identifying overlapping information and preparing chapters based on technical direction from the WAM. The Contractor shall participate in committee calls so that they are able to understand the framework and subtleties of the various issues. When comments are submitted, the Contractor shall prepare the comments for EPA

review and approval. The Contractor shall incorporate materials developed by the workgroup members and ensure consistency in presentation. After comments are incorporated, the Contractor shall maintain materials documenting changes.

Timing: Contractor shall incorporate comments within two weeks of receipt from POCD. Anticipate document for Removal Manager review by September 30, 2013

Sub Task 3.3 Policy Inventory

In the last several years, the Office of Emergency Management has updated or is in the process of updating several major guidance and policy documents, such as the *Action Memorandum Guidance (2009)* and the *Policy Regarding Management of Post-Removal Site Control for CERCLA Removal Actions*, to reflect changes and general evolution of the program. Over time, emerging topics or updated approaches to existing topics have arisen that have generated a need for policy or guidance development. The need for development is coupled with striving for national consistency within and across Regions and the program.

The policy inventory will establish an authoritative location for current documents and an alternative location for those outdated or superseded by other documents (currently approximately 175 documents).

The Contractor shall prepare a 2 to 3 sentence description of each of the documents in the inventory which will be included in the repository. The Contractor shall maintain the inventory, adding and archiving documents as instructed and updating the master spreadsheet to reflect all changes.

TASK 1: Work Plan and Work Assignment Amendment Management

Deliverable Task	Deliverable Title	Due Date
1.0	Work Plan	Within 21 days of WA receipt
1.0	Monthly Progress reports	Monthly
1.0	Routine Communications	Ongoing (at least semi-monthly)

TASK 2: Technical Support for POCD Regional Coordinators

Deliverable Task	Deliverable Title	Due Date
2.1	OSC Phone Book	No later than October 2014
2.2	Materials in support of Removal Manager meetings/calls	At least 5 days prior to the meeting/calls
2.3	START and ERRS POC Updates (3)	Every 6 months beginning August 2013
2.3	PO/CO and START/ERRS Agenda development for VTCs (2) and webinar	Beginning September 2013

TASK 3: Support for Development and Implementation of Strategies and Policy Regarding Specific Contaminants

Deliverable Task	Deliverable Title	Due Date
3.1	Update to Vermiculate Sites Spreadsheet	On or before December 30, 2013
3.1	Vermiculite site spreadsheet and report update	On or before 12/31/13
3.2	Mercury Guidebook for Responders	Draft by September 30, 2013
3.3	Description of Documents	August 15, 2012
	Maintain Repository	Beginning August 2012

Contractor Staff Qualifications

The Contractor staff assigned to the WA shall possess proficiency in the use and operations of the following office automatic hardware and software:

- Microsoft Windows
- Microsoft Office 2000
- Electronic Mail (Lotus 8.0 and 8.5)

- Lotus QuickPlace
- Internet Browsers
- WebEOC

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71 – *Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical Direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract Work Assignment;
- (2) Constitutes a change as defined in the “Changes” clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of this work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If not conflicts exist, the contractor shall state that no conflicts exist.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA’s Federal Travel Regulation found her: www.gsa.gov/fttr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD’s Joint Travel regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of the Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's *Green Meetings/Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-507

☐ Other ☒ Amendment Number:
000001Contract Number
EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 4

NRT/RRT Support

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated June 4, 2013 for \$293,508.85 and LOE of 3000 hours.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 11/04/2014

Cost/Fee: \$0.00

LOE: 0

This Action:

\$293,508.85

3,000

Total:

\$293,508.85

3,000

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

06/04/2013

Cost/Fee: \$293,508.85

LOE: 3,000

Cumulative Approved:

Cost/Fee: \$293,508.85

LOE: 3,000

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

FAX Number:

Contracting Official Name Carolyn Mosinski


Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-507								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4	Title of Work Assignment/SF Site Name NRT/RRT Support								
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014								
Comments: This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO 22 (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 05/05/2008 To 11/04/2014		Cost/Fee:		LOE: 0						
This Action:				3,100						
Total:				3,100						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Craig Beasley <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 202-564-2087 FAX Number:				
Project Officer Name Portia Perry <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-2285 FAX Number:				
Other Agency Official Name Danny Uhr <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-6178 FAX Number:				
Contracting Official Name Carolyn Mosinski <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>  (Signature) </div> <div> 5/14/2013 (Date) </div> </div>						Branch/Mail Code: Phone Number: 202-564-0962 FAX Number:				

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP4-507

WORK ASSIGNMENT TITLE: National Response Team/Regional Response Team
Homeland Security/Anti-Terrorism Support

CONTRACTOR: SRA

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER:

Craig Beasley

Mail Code: 5104A

Phone: (202) 564-2087

Fax: (202) 564-2620

ESTIMATED PERIOD OF PERFORMANCE: 5 May 13 through 5 Nov 14

Level of Effort

The estimated level of effort (LOE) for this work assignment is 3000 hrs. The contractor shall not exceed the LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

INTRODUCTION

The National Response Team (NRT) is the organization responsible for national planning and coordination of the National Response System (NRS), as identified in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) 40 CFR Part 300. This system becomes the lead for Emergency Support Function 10 (ESF 10)—Oil and Hazardous Substances—of the Federal Response Plan when a disaster is declared by the President under the Stafford Act. The NRT and its committees develop and coordinate the NRT and Regional Response Team (RRT) policies, objectives and tasks to be accomplished each year. Tasks may include the development of guidance, reports, program evaluations, analyses, and interagency meetings and workshops. The Director of EPA's Office of Emergency Management (OEM) within the Office of Solid Waste and Emergency Response (OSWER) chairs the NRT. OEM provides policy, technical, and administrative support to the NRT and coordinates NRT/RRT activities throughout EPA and elsewhere. EPA also Co-Chairs the 13 RRTs with the U.S. Coast

Guard (USCG), chairs the Executive Secretariat, and participates on the NRT's various committees.

At the 2011 NRT/RRT Annual Co-Chairs meeting, homeland security projects were identified for FY13 including continuation of and expansion of the interagency technical assistance process established to address interagency coordination and technical assistance for coping with weapons of mass destruction (WMDs), e.g., anthrax and Bio-agents; addressing worker health and safety issues at Emergency and Hazardous Waste sites; revising the NCP based on the National Response Framework (NRF) and the National Incident Management System (NIMS).

Task 1: Annual Planning and Performance Measurement Support

Upon direction from the EPA WAM, the contractor will update the NRT/RRT annual planning document that addresses NRT/RRT FY14 objectives, tasks, accomplishments and provides a process for coordination, tracking and evaluation of homeland security, terrorism, and other activities. This update will include an NRT project workload analysis, which includes active action proposals approved by the NRT, key recommendations from NRT reports, and results from the annual NRT/RRT Co-chairs meeting and should be part of the NRT's overall annual planning effort. The contractor will work with the EPA WAM to identify the most appropriate format for the workload analysis.

In addition to updating the annual planning document, the contractor will produce separate planning documents to improve coordination and evaluation of NRT activities. The topics of these separate planning documents will be identified through technical direction from the EPA WAM. To prepare these documents, the contractor will work with the EPA WAM to identify all relevant materials that articulate actions the NRT is responsible for accomplishing. If needed, the contractor will assign an internal expert on performance measure to assist in developing a planning document that is consistent with Agency guidelines, the Government Performance and Results Act, and OSWER-wide efforts to develop consolidated performance measures.

Task 2: NRT/National Coordination Council (NCC)/Response Committee Support

The contractor will provide the following support to the National Coordination Council (NCC) and the NRT Response Committee:

- Provide management, analytical, coordination and logistical support agencies as directed by the EPA WAM;
- Revise/update and produce drafts of the Technical Assistance Documents (e.g., Anthrax, Bio-agents, etc.);
- Revise/update Quick Reference Guides (QRGs) on selected contaminants of concern;
- Provide technical assistance to federal departments and agencies as directed by the EPA WAM; and

In addition to making edits identified by EPA to the documents above, the contractor will task a technical editor to review documents, as appropriate, to ensure that they are of the highest

quality. In addition, the contractor will assign subject matter experts to provide technical and content-related feedback on the documents under development. The contractor shall recognize the importance of turnaround time for many of the deliverables associated with the work described above, and reviews will be conducted to ensure that we can meet the applicable deadlines.

The contractor will provide support for the following activities based on technical direction from the EPA WAM:

- Assist developing a waste tracking and disposal system addressing WMD contamination cleanup and the cleanup of other bio-contaminants;
- Support additional WMD projects identified by the NRT and/or the Homeland Security Council as directed by the EPA WAM.

Upon receipt of technical direction for the waste tracking and disposal system, the contractor will conduct an informal requirements analysis with EPA staff and others to identify the range of functionality that the tracking system needs to support. The contractor will then identify the appropriate technical staff that will need to be involved in developing the system. The contractor will follow the methods of good practice for systems development to ensure that the system that is developed meets the requirements specified in a technically sound manner.

Task 3: Committee Analytical and Coordination Support

Under this task, the contractor will provide analytical, coordination and logistical support necessary for other NRT workgroups as directed by the EPA WAM. These additional workgroups (e.g., Worker Safety and Health, NRF/NIMS Implementation, etc) will be focused on homeland security/terrorism issues. These may include subcommittees of existing NRT Committees like the Preparedness Subcommittee or Ad Hoc Committees identified by the NRT Executive Secretariat.

Technical and logistical support for these groups will include:

- Preparing draft agendas, meeting announcements and briefing materials for meetings and distributing these materials to workgroup members after they are reviewed and approved by the EPA WAM;
- Preparing short (less than 10 pages) issue papers and reports based on workgroup activities;
- Attending committee meetings and planning sessions;
- Preparing and distributing a brief summary after each meeting of action items, key issues and decisions;
- Any additional tasks within the scope of the WA, as directed by the EPA WAM.

Upon receipt of technical direction from the EPA WAM, the contractor will assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

Task 4: Conference and Special Meeting Support

The contractor will provide support for special meetings and conferences focusing on Homeland Security/Terrorism, including a follow-up conference on the Worker Health and Safety Technical Seminar held (TBD). The contractor also will provide support for additional homeland security conferences/meetings as directed by the EPA WAM. Topics for these additional conferences/meetings may include crisis and risk communication, research and development, bioterrorism, and health and safety in emergency response settings. The contractor should estimate approximately 40 meetings with one (1) contractor personnel needed at each.

Although specific activities will be described in technical direction, generally, the contractor will perform the following kinds of activities in support of conferences and meetings:

- Identifying and contracting for appropriate meeting space and sleeping rooms;
- Conducting site visits for candidate meeting spaces and hotels; to include light refreshments
- Registering participants, potentially through a Web-based registration process;
- Developing meeting materials, including development of display booths and participant packets;
- Providing on-site support, including facilitating sessions, registering participants, staffing display booths, taking notes, and supporting presenters; and
- Developing brief summaries from meetings.

Task 5: Quick Response Task: Development of Analytical Papers, Reports and Special Projects

The contractor will develop short (generally less than 10 pages) analytical papers, plans, presentations, or reports on issues or actions that emerge from NRT/RRT Committee or subcommittee meetings. The contractor will work with the EPA WAM to ensure that these papers and reports are developed in the appropriate time frame based on the urgency of the issue. To develop these reports, the contractor will attend meetings, compile information from other sources, and develop drafts for review by EPA and other NRT/RRT members.

Task 6: NRT WMD/Anti-Terrorism Project Support

The contractor will provide support to the NRT and its committees to develop and implement WMD/anti-terrorism projects approved by the NRT. These projects include, but are not limited to:

- Revising the National Contingency Plan to make it consistent with the National Response Plan;
- Helping the NRT implement the National Response Plan, the National Incident Management System, Homeland Security Presidential Directive (HSPD)-8 and other HSPDs.

These projects will be further defined through technical direction by the EPA WAM and may emerge as a result of requests by the Department of Homeland Security or the Homeland Security Council.

Upon receipt of the technical direction from the EPA WAM, the contractor WAM will review the work to ensure that it is within scope and identify staff with experience preparing and conducting such exercises to work with the EPA WAM in performing the work described.

Task 7: Homeland Security/Terrorism Incident and Exercise Support

The contractor will provide coordination and technical support to the NRT for actions required in preparing or responding to homeland security/terrorism exercises or incidents or special projects. These exercises or projects will be further defined through technical direction by the EPA WAM and may emerge as a result of requests by the Department of Homeland Security or the Homeland Security Council.

Upon receipt of the technical direction from the EPA WAM, the contractor WAM will review the work to ensure that it is within scope and identify staff with experience preparing and conducting such exercises to work with the EPA WAM in performing the work described.

Task 8: National Response Center Analysis and Recommendations

The contractor will provide technical, coordination, and logistical support necessary for meetings of the National Response Center Advisory Group. Specifically, the contractor will provide the following technical and logistical support:

- Preparing draft agendas and briefing materials for meetings for review and approval by the EPA WAM;
- Distributing agendas to group members;
- Arranging for conference lines and meeting space at least two weeks before the meetings;
- Distributing group briefing materials approved by the EPA WAM to the NRT/RRT and committee members;
- Attending group meetings and planning sessions;
- Preparing a summary technical report after each meeting on key issues, decisions reached, and action items;
- Distributing the meeting summary and related materials.

The contractor will provide support to the NRT Response Committee in developing recommendations to the NRT regarding the National Response Center, specifically focusing on those recommendations dealing with WMD/Homeland Security.

Task 9: NRT/RRT Special Interest Projects

The contractor will provide technical, coordination, and logistical support necessary for environmental or homeland security related meetings and projects that are of special interest to the NRT.

5.0 DELIVERABLES

The contract deliverables below will be developed during the course of this work assignment. Additional deliverables will be developed based on technical direction from the EPA WAM.

<u>Deliverable</u>	<u>Due Date</u>
0.1 Work Plan	21 days after receipt of WA initiation
0.2 Monthly Progress Reports	TBD
<hr/>	
1.1 Updated Annual Planning Document	As directed by TD
1.2 Final Planning Document	Within 10 days of receipt of final comments from the EPA WAM
1.3 Project Workload Analyses & Tracking Summaries	As directed by TD
1.4 Separate Planning Documents	As directed by TD
<hr/>	
2.1 Short Issue Papers/Draft Briefing Materials	Within 10 working days of receipt of TD from EPA WAM or as specified in the TD
<hr/>	
3.1 To be determined through technical direction from the EPA WAM.	As directed in the TD
4.1 To be determined based on technical direction from the EPA WAM.	As directed in the TD
<hr/>	
5.1 To be determined through technical direction from the EPA WAM.	As directed in the TD
<hr/>	

6.1 To be determined through technical direction from the EPA WAM.

As directed in the TD

+

7.1 To be determined through technical direction from the EPA WAM.

As directed in the TD

+

8.1 Updates to the NRC Analysis Final Report

Within 5 working days of receipt of final comments from the EPA WAM and NRT Response Committee.

GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor will coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

CONFLICT OF INTEREST

The contractor will identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor will list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor will state that no conflicts exist.

TRAVEL

Performance under this work assignment requires travel. The contractor will conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftt. The contractor will conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor will adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences,

the contractor will follow the goals of *EPA's Green Meetings / Conferences Initiative* found here:
<http://www.epa.gov/oppt/greenmeetings/index.htm>.

COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor will develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here:
<http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here:
<http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

DELIVERABLES

Unless otherwise requested, the Contractor will prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in the OEM Graphic Manual.

EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor will notify the WAM when 75% of funds and/or hours for this work assignment have been expended. The Contractor will not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

CONFIDENTIAL BUSINESS INFORMATION (CBI)

If this work assignment requires use of CBI, the Contractor will abide by all EPA CBI requirements and stipulations. The Contractor will identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, whichever occurs first.

INHERENTLY GOVERNMENTAL FUNCTIONS (IGF)

The Contractor will not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

AUTOMATED DATA PROCESSING (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-508

☐ Other ☒ Amendment Number:

000002

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base Option Period Number 4

Title of Work Assignment/SF Site Name

NPPD Support

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated June 20, 2013 for \$291,494.38 and LOE of 3100 hours.

☒ Superfund

Accounting and Appropriations Data

☐ Non-SuperfundSFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 11/04/2014

Cost/Fee: \$0.00

LOE: 0

This Action:

\$291,494.38

3,100

Total:

\$291,494.38

3,100

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

06/20/2013

Cost/Fee: \$291,494.38

LOE: 3,100

Cumulative Approved:

Cost/Fee: \$291,494.38

LOE: 3,100

Work Assignment Manager Name Craig Beasley

(Signature)

(Date)

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

Project Officer Name Portia Perry

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Carolyn Mosinski

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-508

☐ Other ☒ Amendment Number:

000001

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

NPPD Support

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 30, 2013 for \$287,186.58 and LOE of 3100 hours.

☒ Superfund

Accounting and Appropriations Data

☐ Non-SuperfundSFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee: \$0.00

LOE: 0

05/05/2008 To 11/04/2014

This Action:

\$287,186.58

3,100

Total:

\$287,186.58

3,100

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

05/30/2013

Cost/Fee: \$287,186.58

LOE: 3,100

Cumulative Approved:

Cost/Fee: \$287,186.58

LOE: 3,100

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-508

☐ Other☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

NPPD Support

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

3,100

Total:

3,100

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Meghan Thomas

Branch/Mail Code:

Phone Number: 202-250-8640

FAX Number:

(Signature)

(Date)

CONTRACT NO: EP-W-08-036

WORK ASSIGNMENT NO: op4-508

WORK ASSIGNMENT TITLE: National Preparedness and Planning Division Support

WORK ASSIGNMENT MANAGER: Craig Beasley, COR
Office of Emergency Management (OEM),
Mail Code: 5104A
Phone: 202-564-2087

PROJECT OFFICER: Portia Perry
OSWER/OEM
Mail Code: 5104A
Phone: 202-564-2285

Estimated Period of Performance: 5-5-13 through 11-4-14

Level of Effort

The estimated level of effort (LOE) for this work assignment is 3100 hrs. The contractor shall not exceed the LOE amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

Background:

The Office of Emergency Management (OEM) is responsible for providing policy, programmatic support and technical assistance to HQ and Regional EPA preparedness, planning and response programs operating under the authorities of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), amended by the Superfund Amendment and Reauthorization Act, (SARA), the Clean Water Act (CWA), the Oil Pollution Act (OPA) of 1990, the Stafford Act, Clean Air Act 112r, NCP, NRP, NISM, The Homeland Security Act, and various Homeland Security presidential directives. The National Planning and Preparedness Division (NPPD) has a role in planning and preparedness activities for OEM, a role that has greatly enhanced the National Approach to Response, and supporting the readiness effort of the Department of Homeland Security.

Description: Under the National Approach to Response (NAR) priority #1, OEM has a need to conduct exercises in accordance with the National Exercise and Training Strategy.

Task 1: Support for National Exercise and Training Strategy

The National Exercise and Training Strategy is a dynamic document. The contractor shall provide technical/administrative support for updates to the Strategy and supporting documents, as well as support for implementation of various aspects of the Strategy as they are developed by EPA. In addition, provide technical and administrative support for the development of an Annual Training and Exercise Plan in support of NAR-1 Strategy.

The contractor will:

- Ensure that all technical direction received falls within the scope of work, prior to initiating any action;
- Discuss deliverable schedules with the EPA WAM;
- Ensure completion of all contract deliverables;
- Keep the EPA WAM informed of interim products needed to meet official contract deliverables;
- Assist in resource planning, and manage the budget and hours to ensure accurate and effective financial tracking;
- Ensure that a thorough quality control review is performed on all contract and non-contract draft and final deliverables;
- Draft monthly progress and financial reports that accurately record the LOE expended, clearly articulate the work completed and work planned for the subsequent month, and identify problems encountered and redemption activities;
- Meet monthly, or as frequently as agreed to, with the EPA WAM to discuss the progress of the tasks;
- Maintain copies of all deliverables and maintain a record of deliverables submitted to the EPA WAM; and
- Submit for inspection, upon request from EPA, copies of all work in progress

The contractor's Program Manager will review the work assignment and the various tasks to determine the most appropriate personnel assignments. The contractor will discuss the scope of work with the EPA WAM to ensure understanding and related preferences and/or requirements for deliverables and the working relationship. The contractor will prepare a work plan including a staffing plan and a cost estimate in anticipation of the kinds of support that may be requested via Technical Direction. The work plan will address each task in the work assignment and detail the way the task will be performed. Where requirements are specific enough to identify individual deliverables, such deliverables will be noted and a schedule for their completion shall be provided.

The staffing plan will reflect the individuals assigned to perform the various tasks.

The cost estimate will identify the selected staff, and the hours estimated to be required for each person. It will be priced using the estimated level of effort (hours) identified on the OEM Work Assignment, and associated labor costs. The tasks will be examined to determine if Other Direct Costs (ODCs) or remote travel are required. If such cost elements are estimated to be required, they will be quantified, priced, and included

Task 2: Support for Intra-Agency Exercises.

The contractor shall provide technical support for the development and delivery of exercises EPA is participating in. It is anticipated that the Headquarters Emergency Operations Center will conduct at least 2 Headquarter Tabletop exercises during this period of performance. Duration of the tabletops could be from ½ day to 2 full days. Objectives for each exercise will be detailed in a TDF, however, it is expected that some of the exercise objectives may include the testing of: Incident Command Structure (ICS), Incident Management Plans, Communications and Coordination, Notification Plan, Data and Information Management Plans and overall intra-agency coordination. Some exercises will be planned and conducted with our regions as well as other EPA HQ's programs.

EPA conducts exercises for major conferences and meetings. Technical exercise support may also be needed for these events. A detailed TDF will outline the specifics for this type of exercise support.

The contractor support to OEM for this task could include:

- Support to meetings involving the preparation of the Tabletop Exercise, note-taking and meeting summaries to be included;
 - Background research on topics related to the tabletop exercise, and necessary background documents that will give participants a clearer understanding of the exercise;
 - High-level subject matter expertise provided by senior level of the contractor's staff for the development of exercise materials;
 - Development of scenarios and exercise injects;
 - Development and maintenance of exercise-related materials, including the players' guide, special topic briefings, scenario briefings, and situation reports;
 - Development of a method to track issues, including creating an issues team composed of representatives from the areas being tested;
 - Participation in the tabletop exercise as players, controllers, evaluators, providing response support at appropriate locations; and
- Preparation of lessons learned and after action reports, issue matrices and memoranda

Task 3: Support for Inter-agency Exercises

EPA may be involved in interagency exercises and may require technical assistance for EPA's participation in the exercises, including support in the development of scenarios and exercise injects; development and maintenance of exercise related materials, participation as players-controllers-evaluators; and providing response support at appropriate locations. Some exercises will be planned and conducted with our regions as well as other EPA HQ's programs.

The types of activities could include:

- Collaborate with EPA and other agency POCs, as directed, to define the duration, participants, objectives and other elements of the exercise;
- Conduct background research and create background documents,
- Coordinate needed resources;
- Develop background and exercise materials;
- Facilitate plenary and breakout sessions during the exercise;
- Evaluate effectiveness of the exercise and the level of input of specific agencies;
- Create After Action Report based on findings from the issues team; and
- Any additional follow-up work, as needed.

Description: OEM has a need to conduct research to structure meetings, conference calls and develop directives and guidance's.

Task 4: Meetings/Conferences/Guidance/ Research Development

The contractor shall support for meeting (including conference call) & workgroup support to the Regional Removal Managers, OSC Readiness Task Force and other NPPD- led activities. Contractor can facilitate meetings as needed. As needed, the contractor shall assist in the development of meeting materials, compilation of background materials prior to each meeting and support any specifically identified follow-up efforts. Also provide these meetings the contractor shall provide note-taking and summary papers to the EPA technical lead for the meeting. Post-meetings support by Contractor shall include development of meeting summaries and follow-up issues papers and other documents from action-items agreed upon at said meetings. For conference calls, Contractor shall anticipate the need for support, the Contractor shall anticipate travel for two individuals for three (3) meetings for three (3) work days(4 night hotel stays) for budget purposes, assume travel (2 trips) to Los Angeles, Las Vegas and Atlanta. The exact location and time of the meeting will be defined in a Technical Decision Form (TDF) from the EPA WAM. Contractor can research, generate or develop materials that will aid in directive and guidance development.

Deliverables:

Deliverable Number	Deliverable Title	Due Date
1-0	Work Plan	TBD
1-1	Monthly progress reports	TBD
1-2	Facilitations Note/ Comments	One week after the facilitated Session
1-3	Meeting Materials	Three days prior to meeting
1-4	Note-Taking/Coordination Task	Minutes due three days of completion of meeting
	Research/ Guidance Development	TBD upon request by requestor

Contractor Staff Qualifications:

The contractor staff assigned to this Work Assignment shall possess proficiency in the following software/hardware:

- Power point
- Excel Spread Sheet
- Web EOC
- Microsoft Word
- Other IT Programs

GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70—*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor will coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

CONFLICT OF INTEREST

The contractor will identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor will list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor will state that no conflicts exist.

TRAVEL

Performance under this work assignment requires travel. The contractor will conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/fttr. The contractor will conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor will adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor will follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor will develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

DELIVERABLES

Unless otherwise requested, the Contractor will prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in the OEM Graphic Manual.

EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor will notify the WAM when 75% of funds and/or hours for this work assignment have been expended. The Contractor will not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

CONFIDENTIAL BUSINESS INFORMATION (CBI)

If this work assignment requires use of CBI, the Contractor will abide by all EPA CBI requirements and stipulations. The Contractor will identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, whichever ever occurs first.

INHERENTLY GOVERNMENTAL FUNCTIONS (IGF)

The Contractor will not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

AUTOMATED DATA PROCESSING (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-509

☐ Other ☒ Amendment Number:
000001Contract Number
EP-W-08-036Contract Period 05/05/2008 To 11/04/2014
Base Option Period Number 4Title of Work Assignment/SF Site Name
Regulatory Support for NCPContractor
SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☒ Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 30, 2013 for \$56,936.65 and LOE of 500 hours.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
05/05/2008 To 11/04/2014	\$0.00	0
This Action:	\$56,936.65	500
Total:	\$56,936.65	500

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
05/30/2013	\$56,936.65	500
Cumulative Approved:	Cost/Fee:	LOE:
	\$56,936.65	500

Work Assignment Manager Name Nick Nichols

Branch/Mail Code:

Phone Number 202-564-1970

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-509 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4	Title of Work Assignment/SF Site Name Regulatory Support NCP SubJ								
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014								
Comments: This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) 22 Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 0						
05/05/2008 To 11/04/2014										
This Action:				500						
Total:				500						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Nick Nichols						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Portia Perry						Phone Number 202-564-1970				
_____ (Signature)						_____ (Date)				
Other Agency Official Name Danny Uhr						FAX Number:				
_____ (Signature)						_____ (Date)				
Contracting Official Name Meghan Thomas						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 202-564-2285				
						FAX Number:				
						Branch/Mail Code:				
						Phone Number: 202-564-6178				
						FAX Number:				
						Branch/Mail Code:				
						Phone Number: 202-250-8640				
						FAX Number:				

Contract No: EP-W-08-036
Work Assignment: 509
Option Year #4

**Work Assignment
Statement of Work
2013-2014**

Contract No: EP-W-08-036
Work Assignment: Systems Research Applications (SRA)

I. Title- Regulatory Support National Contingency Plan- Subpart J Product

Schedule (OP4-509)

II. Work Assignment Manager

William Nichols
USEPA OSWER OEM RPDD
MC 5104A
1200 Pennsylvania Ave. NW
Washington, DC 20460
Telephone: (202) 564-1970
Fax: (202) 564-8233
Email: Nichols.nick@epa.gov

Alternate: Vanessa Principe
USEPA OSWER OEM RPDD
Mail Code 5104A
1200 Pennsylvania, Ave, NW
Washington, DC 20460
Telephone: (202) 564-7913
Fax: (202) 564-8233
Email: Principe.vanessa@epa.gov

III. Level of Effort

LOE Hours Total 500

IV. Duration

Work Assignment Approval through November 4, 2014.

V. Scope of Work

Background information:

The Regulation and Policy Development Division is responsible for the revision of the National Contingency Plan Subpart J Product Schedule regulation. In this rulemaking EPA is responding to on-going changes in the marketplace, research, application and understanding for the use of oil spill mitigating products by proposing to revise existing listing requirements found in Subpart J of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). This proposal will also update the circumstances and procedures to remove products from the Schedule. Changes that EPA is proposing include the following: a newly developed dispersant effectiveness test protocol to replace the existing test that a product must pass to be listed on the Schedule; an increase in the number of tests and scope of the dispersant effectiveness and toxicity tests regime along with an increase in the efficacy thresholds; freshwater species toxicity testing requirements for all non-dispersant product categories in addition to the existing toxicity testing requirements for saltwater species; dispersant monitoring requirements for spills of a certain size and duration; additional requirements for the use of all products, especially run-off control for surface washing agents; enforcement language so that manufacturers and end-users understand the importance of following all NCP procedures when using a product in the U.S. and establishment of additional circumstances that can cause the removal of a product from the Schedule.

All products on the Schedule will have to be re-tested for most toxicity and all efficacy tests in order to remain on the list.

This rulemaking effort is scheduled to be reviewed by OMB in spring 2013 and published in the Federal Register in the summer.

Task A-1 Develop Work Plan

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. Contractor must have experience in rule writing process including summarizing public comments, taking detailed notes during meetings and summarizing discussions and issues in a clear and concise manner to assist with the rulemaking process for the NCP Subpart J Product Schedule. Familiarity with the requirements of the NCP and Subpart J revisions and technical requirements including data analysis and ability to communicate technical requirements to various stakeholders is required for this Work Plan. The work plan shall also include a schedule of deliverables.

Task 1 - Outline for proposed rule comments

Using the proposed rule and preamble, the contractor shall develop a draft outline for the comment response document (CRD), in preparation for documenting public comments and EPA responses. The CRD will include an introduction and table that will list the names and FDMS

identification numbers of organizations and individuals submitting comments; to be followed by sections summarizing the rule topic/issue proposed for comment and placeholders for public comments and EPA draft responses. The contractor will develop a tracking matrix to manage and process the comments received. The draft outline and matrix is to be submitted to the WAM for approval through a Technical Directive (TD) issued by the WAM.

Depending on the proposed rule schedule, the following CRD development subtasks and associated activities will be initiated through TD by the WAM:

Task 1-A. The contractor will populate the approved outline with the comments that are posted to FDMS and/or provided by the WAM. The contractor will assist in categorizing and summarizing information and/or comments received from the public and from WAM. Per TD, the WAM may request the contractor to review substantial amounts of data and technical information such as toxicity data from product manufacturers and research related materials supporting their concerns; and to prepare summaries of such documents to be included in the comment summaries. The WAM will inform the contractor through a TD of the timeframe for completion of comment summaries, based on the number of comments received during the public comment period and regulatory schedule. As part of the comment tracking process, the contractor will flag form letters, petitions, and significant comments more than 3 pages in length. Duplicate comments that fit under more than one outline heading should be noted. Once regulatory schedule allows, the contractor will be notified per TD on how to proceed with this task.

Task 1-B. The contractor will assist the WAM in drafting and updating response to comments for each rule topic defined in the CRD outline. Response to comments will be based on recommendations from the WAM, regulatory workgroup outcomes and decisions (per meetings from Task 3), and final policy decisions made by Agency officials. This process will begin per TD from the WAM.

Task 2 – Miscellaneous rule support documents

The contractor shall develop draft documents for the rule writing process in support of the reg writing team. Documents could include: briefing materials, fact sheets on technical issues raised internally or from stakeholders, document status reports, data summaries and analyses to support responses to comments, issue and options papers related to issues raised during the public comment period. Approximately 2 special analyses and presentations will likely be needed as identified in a TD.

Task 3– Meeting Support

The contractor shall attend, per notification from WAM, workgroup and other internal meetings. Contractor will submit draft technical summaries of regulatory workgroup related discussions and document decisions made in meetings, to the WAM. The contractor may assist in preparing background information for workgroup meetings and meetings with stakeholders, including tribal consultation, regarding NCP implementation and outreach activities. This is an ongoing effort that will not be completed

until the WA expires. A due date and work/schedule under this activity will be specified in greater detail and confirmed by TD as announcements are received and reviewed by the WAM. The WAM will provide at least one week notice to contractor before background information is due. The contractor shall attend workgroup meetings, as necessary, to assist in taking notes when the meeting is attended by several different workgroup members and other EPA offices. The contractor shall provide technical summaries of this information to the WAM within 5 days of attendance, for review and approval. The WAM will notify the contractor of attendance, location and time of each meeting at least one week in advance via TD.

VI. Deliverables

The contractor shall provide monthly progress reports to the WAM highlighting accomplishments and findings, and identifying actual or potential problem areas or issues. At the direction of the WAM, deliverables will be hard copy and/or in Word, a spreadsheet program, a database program compatible with Agency software, HTML, web ready, and/or CD-ROM, as needed.

The dates for the following deliverables will be based on the following schedule:

Deliverable	Time for Deliverables
Task A-1	Work Plan due to EPA no later than 21 calendar days after contractor receipt of work assignment.
Task 1, 1-A, and 1-B	<p>1. Per discussion with WAM but no later than one week before proposed rule is published in FR:</p> <p>Develop draft outlines to be used to manage comments submitted by the public on the proposed rule categorized by rule topic.</p> <p>1-A. When public comments are submitted (FDMS and WAM):</p> <p>Extract comments from each submission and group them under the rule topics indentified in the outlines; flag form letters, petitions, and significant comments more than 3 pages in length. Note duplicate comments. Contractor shall provide updated outlines by COB each Thursday during the public comment period.</p> <p>1-B. Assist WAM in drafting responses to comments for each rule topic.</p> <p>This process will begin after delivery of updated outlines each Thursday COB with delivery of final response to comment draft by each COB Monday until end of comment period.</p>

Task 2	The contractor shall submit miscellaneous rule related documents per TD. Deliverables required prior to a workgroup meeting shall be completed in no less than five working days after receipt of the TD and two days prior to the scheduled meeting or as directed in the TD.
Task 3	The contractor shall submit workgroup meeting summaries no later than 5 days after the meeting. Deliverables required prior to the meeting shall be completed in no less than five working days after receipt of the TD and two days prior to the scheduled meeting or as directed in the TD.

Green Meetings and Conferences

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>

VII. Travel

Performance under this work assignment requires local travel. Meetings are anticipated in the Washington, DC area. The contractor shall conduct local travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number OP4-510				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-W-08-036		Contract Period 05/05/2008 To 11/04/2014			Title of Work Assignment/SF Site Name					
		Base Option Period Number 4			Support for RSC					
Contractor SRA International, Inc.				Specify Section and paragraph of Contract SOW						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval				Period of Performance From 05/05/2013 To 11/04/2014						
Comments: Approval of the contractor's work plan and cost estimate dated May 28, 2013 for \$142,925.33 and LOE of 1600 hours.										
<input type="checkbox"/> Superfund				Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund		
SFO (Max 2) 22		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		\$0.00		LOE:		0		
05/05/2008 To 11/04/2014										
This Action:				\$142,925.33				1,600		
Total:				\$142,925.33				1,600		
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		05/28/2013		Cost/Fee:		\$142,925.33		LOE: 1,600		
Cumulative Approved:				Cost/Fee:		\$142,925.33		LOE: 1,600		
Work Assignment Manager Name Sherry Fielding						Branch/Mail Code:				
						Phone Number 202-564-6174				
						FAX Number:				
(Signature) _____ (Date) _____										
Project Officer Name Portia Perry						Branch/Mail Code:				
						Phone Number: 202-564-2285				
						FAX Number:				
(Signature) _____ (Date) _____										
Other Agency Official Name						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
(Signature) _____ (Date) _____										
Contracting Official Name Carolyn Mosinski						Branch/Mail Code:				
						Phone Number: 202-564-0962				
						FAX Number:				
(Signature) <i>Carolyn Mosinski</i> (Date) <i>7/12/13</i>										

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-510

☐

Other

☐

Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Support to Response Support Co

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/21/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

1,600

Total:

1,600

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Sherry Fielding

Branch/Mail Code:

Phone Number: 202-564-6174

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

Contract No.: EP-W-08-036

Work Assignment No.: OP4-510

Work Assignment Title: Support for Response Support Corps
(RSC)

Work Assignment Manager (WAM): Sherry Fielding, 202-564-6174, 5104A

Alternate (WAM): Lisa Boynton, 202-564-2487,
5104A

Statement of Work

Background

As one aspect of implementing EPA's National Approach to Response Policy, the Administrator established the Response Support Corps in September 2003. One of the lessons learned in the Agency's responses to the World Trade Center and Pentagon terrorist attacks, the anthrax contamination, and the crash of the Columbia Space Shuttle was that, for EPA's emergency response program to be effective, significant additional resources may be needed to support EPA's On-Scene Coordinators and others during responses to incidents. The Agency must prepare for the very real possibility of multiple significant national incidents, such as chemical, biological, or radiological emergencies, or natural disasters. This was very clear during the EPA response to Hurricanes Katrina and Rita, as well. The Response Support Corps (RSC) is a way to maximize EPA's response capabilities within our current resource base.

EPA's Response Support Corps is a group of EPA employees, organized in each Region and at Headquarters, who will provide various forms of support as the situation requires. The National Incident Coordination Team (NICT) (for HQ) and the Regional Incident Coordination Teams (RICTs) (for each Region) will manage the RSCs. The NICT and RICTs will recruit, train, and assist in the deployment of the RSC members. RSC members will be assigned to specific tasks on an as-needed and rotational basis.

Work Assignment Purpose

The majority of RSC members nationwide had received "orientation" training and has taken online training which is required under the Agency's compliance with the National Integration Management System (NIMS). This training consisted of an overview of EPA's approach to response, an introduction to the Agency's emergency response organizational structure, and an introduction to the Incident Command System (ICS). The online training describes the ICS system in more detail. The focus in past years has been on recruitment and on training of those recruited.

The Response Support Corps Order, signed in 2009, requires maintenance of membership by participation in exercises and annual updates to training. In addition to maintaining Orientation training, position-specific ICS training will be offered for some RSC members to enable them to more effectively assist in the Emergency Operations Center (EOC). Following such training, it also may be appropriate to test the effectiveness of assigning RSC members to roles in the EOC, for field or table-top exercises. A variety of delivery methods will be utilized, including in person as well as through webinar or other electronic means.

EPA will require assistance in developing "mini refresher training sessions" and more in-depth training and exercises. These sessions and trainings will be delivered at headquarters and should be designed to be delivered either in person, video, or webinar.

There are two working groups which together support efforts for the RSC; first a group of Regional representatives from each of the 10 Regions who are responsible for both the RSC program in their Region, and also providing input and advice for the National Program. Additionally, the Headquarters National Incident Coordinating Team has appointed RSC contacts for the various offices within EPA Headquarters. These contacts meet regularly and are responsible for identifying and coordinating with RSC members in their respective offices. A strategy for the National RSC has been developed in 2012, and as part of implementing the program consistently at the National level there will be a national meeting. It will be scheduled to include training on the new database which is housed in the EPA Emergency Management Portal. The meeting will also focus on communication of the RSC Strategy which will move the program from active recruitment to maintenance of the corps. Assistance in planning and facilitating these meetings will be provided through this work assignment.

Task 1: Work Plan

The contractor shall prepare a work plan that includes a staffing plan as well as a detailed cost estimate. The work plan shall include a description of the level of effort necessary to complete the work identified in the work assignment.

Schedule for Deliverables: The work plan shall be delivered within 21 days of receipt of this work assignment.

Task 2: RSC Retention

The contractor will work with the WAM to prepare materials for maintaining membership in the RSC, in some cases, targeting specific audiences. A traveling RSC booth will be updated for

display at national or regional level meetings, including graphics for use at both headquarters and regional venues. The graphics should include activities in Washington DC as well as the Regions, and should be sized for a display that is approximately 7' by 9'. When requested, assistance will be provided to staff the booth at no more than three functions, 2 in Washington DC and one in a Regional location. For planning, the Regional location will be St. Louis.

Materials to be used to maintain RSC member's interest in the program include revisions of current materials, (fact sheets, newsletters, etc.) including videos.

Quarterly updates of headquarters and regional membership will be developed with input from regional and headquarters offices. This information will provide the number of members in RSC to ensure the cadre is being maintained. *RSC Update* is the quarterly newsletter which reports specific activities in Regions and Headquarters. Focus can be on actual responses where RSC has been activated or where exercises held. Articles will be solicited from RSC Coordinators; however the contractor will ensure appropriate editing and formatting of the update.

The contractor shall participate in scheduled quarterly conference calls to receive guidance and information relating to other tasks related to this work assignment. The RSC conference calls with both the Regions and HQ offices will be scheduled quarterly. For the period of performance, that would be no more than twelve (12) calls for the period of performance. Contractor shall provide support to EPA in the development of materials for distribution to Regions and members of the HQ RSC as requested for RSC activities, including national workshops, and meetings.

Schedule for Deliverables: All deliverables will be provided in an electronic format as specified by the WAM. Graphics for the booth update will be provided in draft form prior to production for WAM approval. The draft should be received 2 weeks after the go-ahead is given to the contractor by the WAM. The final will be provided 3 weeks after the WAM provides comments on the draft. Updates on RSC materials will be provided within 2 weeks after the revisions are requested by the WAM. Newsletters should be provided the third week of June, September, and December of 2013, and the first week of March and June of 2014. It is expected that deliverables for RSC meetings and calls will be provided within 4 days of WAM request.

Task 3: Training and Exercises

The contractor will work with the WAM to implement training and exercises for current and new RSC members. This assistance will also include developing courses to be delivered via webinar. This may also include development of experiential and/or table-top exercises that will test the ability of RSC members to serve in specific or general positions in the EOC.

- Assisting the WAM with the preparation of training agendas, training materials, scenario development and other background materials no more than quarterly;
- Prepare exercise materials (draft and final), arrange logistics for exercises and deliver exercise to headquarters RSC members no more than three for the period of performance.
- Assisting in the production of a training course for nationwide use including scripting and filming, one person traveling to no more than two regional offices (Chicago and Denver)

- for the purpose of regional footage;
- Participating in meetings/conference calls (no more than 5) to provide technical assistance and facilitation and to capture key points raised during planning for or implementation of trainings;
- Preparing a draft summary of issues raised during each session;
- Providing assistance in the delivery of the training, (held in Washington DC) as requested;
- Incorporating comments from the WAM and preparing the final training/exercise materials.

Schedule for Deliverables: All deliverables will be provided in an electronic format as specified by the WAM.

Training materials will be provided no later than ten days before a training event is scheduled.

The event will be scheduled at least 30 days prior to the event.

Summaries of issues and follow-up items will be delivered to WAM within one week after each meeting/call/discussion.

Final exercise materials will be delivered at least 10 days before the start of the exercise. The draft should be received at least 22 days prior to the event.

Exercises are expected to be scheduled in September and November 2013 and March 2014.

Task 4: Support for RSC National Database

The contractor will provide support for the operation, maintenance, and use of Field Readiness which resides on EPA's Emergency Management portal. The contractor will provide support to the RSC Community in the use of the new system and in report preparation. The contractor will continue to provide support for the RSC database to headquarters and Regional offices, working with Guident, the developer of the system. The contractor will:

- Participate in scheduled conference calls with Guident and EPA portal manager to maintain knowledge of and changes to the EM portal. No more than 5 calls annually.
- Develop, maintain and update a User's Manual and document commonly requested procedures,
- Identify changes in new versions of EM portal (estimate of two versions of EM portal) and develop material that clearly explains those changes,
- Develop and deliver sessions that demonstrate most common uses of the Field Readiness system for Regional and Headquarters RSC Coordinators, for one person traveling to a Region, as needed,
- Provide individual technical assistance on using the database to Regional and Headquarters contacts responding to inquiries within 24 hours or by the next business day,
- Maintain records documenting issues reported by users and identify reports requested by users, and
- Provide facilitation and assistance in use of RSC data on Field Readiness portal.

Schedule for Deliverables: The schedule for deliverables will vary, depending on the complexity of the request (see below for clarification).

In general, requests for assistance should be responded to within 24 hours, although resolution will be request specific.

Requests for reports and reports of erroneous data should be filled or corrected within three business days.

Ten days after this WA is in effect, a draft RSC User's Manual for EM Portal will be provided to the WAM. Comments from the WAM will be incorporated 10 days after receipt from WAM.

Ten days after new versions of the EM portal have been released a one page document explaining the changes will be provided to the WAM.

In September 2013, a session demonstrating common uses of the Field Readiness system for Regional and Headquarters RSC Coordinators will be delivered to a Regional office.

Materials to be used in this presentation should be received by August 15 for review.

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor shall state that no conflicts exist.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here:

<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.


GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-511	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001	
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4	Title of Work Assignment/SF Site Name NRT/RRT Support	
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014	
Comments: Approval of the contractor's work plan and cost estimate dated June 4, 2013 for \$464,686.07 and LOE of 3600 hours.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
SFO (Max 2) 22 Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
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Authorized Work Assignment Ceiling			
Contract Period: 05/05/2008 To 11/04/2014		Cost/Fee: \$0.00 LOE: 0	
This Action:		\$464,686.07 3,600	
Total:		\$464,686.07 3,600	
Work Plan / Cost Estimate Approvals			
Contractor W/P Dated: 06/04/2013		Cost/Fee: \$464,686.07 LOE: 3,600	
Cumulative Approved:		Cost/Fee: \$464,686.07 LOE: 3,600	
Work Assignment Manager Name Craig Beasley		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number 202-564-2087	
		FAX Number:	
Project Officer Name Portia Perry		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number: 202-564-2285	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number:	
		FAX Number:	
Contracting Official Name Carolyn Mosinski		Branch/Mail Code:	
 _____ (Signature)		6/20/13 _____ (Date)	
		Phone Number: 202-564-0962	
		FAX Number:	

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-511

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

NRT/RRT HS

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-59A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

3,600

Total:

3,600

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Craig Beasley

Branch/Mail Code:

Phone Number 202-564-2087

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP4-511

WORK ASSIGNMENT TITLE: National Response Team/Regional Response Team Support

CONTRACTOR: SRA

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER:

Craig Beasley

Mail Code: 5104A

Phone: (202) 564-2087

Fax: (202) 564-2620

ALT. WORK ASSIGNMENT MANAGER:

Mail Code:

Phone:

Fax:

ESTIMATED PERIOD OF PERFORMANCE: 5-5-13 through 11-04-14

Level of Effort

The estimated level of effort (LOE) for this work assignment is 3600 hrs. The contractor shall not exceed the LOE amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

INTRODUCTION

The National Response Team (NRT) is the organization responsible for national planning and coordination of the National Response System (NRS), as identified in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) 40 CFR Part 300. The National Response System includes the NRT, which is comprised of 16 federal agencies involved with oil, hazardous substance, pollutant and contaminant response, and 13 Regional Response Teams (RRTs) which include representatives from the federal and state governments. The NRT and its committees develop and coordinate the NRT/RRT policies, objectives, activities, and tasks to be accomplished each year. These activities provide input into regulatory revisions as well as facilitating compliance with the regulations designed to prevent, prepare for, and respond to emergencies. Tasks may include the development of guidance, reports, program evaluations, analyses, and interagency meetings and workshops. The Director of EPA's Office of Emergency Management (OEM) chairs the NRT. OEM provides policy, technical, and administrative support to the NRT and coordinates NRT/RRT activities throughout EPA and elsewhere. EPA also Co-Chairs the 13 RRTs with the Coast Guard, Chairs the Executive Secretariat, and various ad hoc committees, and participates on the Response, Preparedness, and Science and Technology Committees. EPA/OEM also coordinates NRT international technical assistance missions most notably with the Panama Canal Authority.

WORK TASKS

Task 1: Annual Planning and Performance Measurement Support

Upon direction from the EPA WAM, the contractor shall update the NRT/RRT annual planning document that addresses NRT/RRT 2013-14 objectives, tasks, accomplishments and provides a process for coordination, tracking and evaluation of counter-terrorism and other activities. This update will include an NRT project workload analysis, which includes active action proposals approved by the NRT, key recommendations from NRT reports, and results from the annual NRT/RRT Co-chairs meeting and that should be part of the NRT's overall annual planning effort.

The contractor shall work with the EPA WAM and other EPA staff to identify the format and specifications for the workload analysis and planning documents before reviewing relevant material to produce the documents.

In addition to updating the annual planning document, the contractor shall produce separate planning documents to improve coordination and evaluation of NRT activities. The topics of these separate planning documents will be identified through technical direction from the EPA WAM. To prepare these documents, the contractor shall work with the EPA WAM to identify all relevant materials that articulate actions the NRT is responsible for accomplishing. If needed, the contractor shall assign an internal expert on performance measure to assist in developing planning documents that are consistent with Agency guidelines, the Government Performance and Results Act, and OSWER-wide efforts to develop consolidated performance measures.

Task 2: NRT/RRT Co-Chairs Annual Meeting Support

The contractor shall provide support for the NRT/RRT Co-Chairs Annual Meeting that will be held (TBD). The contractor shall find space suitable for the approximately (TBD) attendees (NRT members, RRT Co-chairs, staff). As part of this meeting, the contractor shall also assist in arranging for field trips the day prior to the meeting.

To provide this support, the contractor shall assigned an experienced meeting planner to assist in site selection and conference support. The contractor shall work with other the contractor staff and the EPA WAM to perform the following activities to help ensure a successful meeting:

- Select the Meeting Facility – Beginning in April, the contractor shall submit requests for quotations to hotels and meeting venues. Based on cost and availability information received from these requests, the contractor shall provide an annotated list of candidate locations with cost estimates to the EPA WAM.
- Plan for the Meeting and Develop Meeting Materials – The contractor shall work with the EPA WAM to identify the types of materials (including agendas, handouts, binders, issue papers, etc.) that will need to be developed for the meeting. In developing the agenda, the contractor shall solicit feedback from the RRT for agenda topics and time frames. The contractor shall assign a facilitator to assist in the agenda development process to ensure that the agenda is structured to accomplish the various goals of the meeting. In addition, at the direction of the EPA WAM, the contractor shall participate in up to (TBD) NRT/RRT conference planning sessions to get feedback on the agenda and get input on meeting materials. The contractor shall work with the EPA WAM to determine what, if any materials need to be mailed to participants before the event.
- Register Participants – At the direction of the EPA WAM, the contractor shall register participants for the meeting and for the field trips. The contractor shall continue to provide on-line registration for meeting participants so that participants can register for the event through the Web.
- Provide Logistical Support Before the Meeting – The contractor shall provide all logistical arrangements and management support for the meeting based on direction from the EPA WAM. The contractor shall manage the master hotel contract (with lines of credit) as well as manage any associated accounts for the hotel. The contractor shall arrange for audio-visual services based on the needs of the presenters, graphic services as needed and the services of other vendors as directed by the EPA WAM. The contractor shall reconcile any invoices received related to the event and will remit payment directly to vendors. The contractor's team shall also arrange for light refreshments consistent within EPA contract authority. The contractor shall also provide logistical and technical support at the meeting based on direction from the EPA WAM. It is anticipated that two (2) contract personnel and one (1) meeting facilitator will be in attendance at the NRT/RRT Co-Chairs Annual Meeting. It is anticipated that one person will manage the participant registration activities and serve as the primary contact for the hotel in implementing the contract. A second person will be available to serve as a note taker and provide support to presenters as needed. The facilitator will serve as the overall master of ceremonies and facilitate dialogue among participants and coordinate the support of the other contractor staff present. The contractor shall provide additional on-site support staff at the direction of the EPA WAM.
- The contractor shall draft the NRT/RRT Co-Chairs meeting summary. Using information gathered at the Co-Chairs meeting, the contractor shall prepare a meeting summary that focuses on the following four areas: 1) significant accomplishments from previous year; 2) key findings or decisions; 3) recommendations for future work of the NRT/RRTs; and 4) follow-up actions.

Task 3: NRT Meetings and NRT/RRT Coordination

The contractor shall provide support to the NRT and its member agencies during an incident, exercise, or meeting that requires NRT involvement based on direction from the EPA WAM. This support will involve assisting EPA in activation notifications of NRT members, coordinating special meetings by phone or in person, and preparing briefings. For each meeting, the contractor shall work with EPA staff to develop and distribute agendas, meeting materials, incident reports, and draft briefings. The contractor shall provide technical, coordination, and logistical support for NRT committee meetings as detailed in Task 4.

To support the on-going coordination efforts of the NRT and RRTs, the contractor shall support quarterly RRT quarterly conference calls, analyze semi-annual reports and OSC reports, develop briefing materials for use at RRT meetings (less than 5 pages in length), develop materials for use by RRTs (e.g., overhead presentations, etc.) as directed by the EPA WAM. Upon receipt of technical direction, the contractor shall meet with the EPA WAM to clearly define the work to be accomplished, the time frame and any key contacts among the RRTs.

The contractor shall develop short (generally less than 10 pages) analytical papers, plans, presentations, or reports on issues or actions that emerge from NRT/RRT Committee or subcommittee meetings. The contractor shall work with the EPA WAM to ensure that these papers and reports are developed in the appropriate time frame based on the urgency of the issue. To develop these reports, the contractor shall attend meetings, compile information from other sources, and develop drafts for review by EPA and other NRT/RRT members.

Because the number and topics of these products are currently unknown, details about the product(s) to be developed and time frames for delivery will be determined in TDs provided by the EPA WAM.

Task 4: NRT Committee/Subcommittee Analytical and Meeting Support

The contractor shall provide technical, coordination, and logistical support necessary for meetings of the NRT's standing committees: Preparedness Committee, Response Committee, Executive Secretariat, Science and Technology Committee, and Training Subcommittee (and any Ad Hoc work group related to these Committees). Specifically, the contractor shall provide the following technical and logistical support for NRT Committees:

- Preparing draft agendas and briefing materials for meetings for review and approval by the EPA WAM;
- Distributing agendas to committee members;
- Arranging for conference lines and meeting space at least two weeks before the meetings;
- Distributing committee briefing materials approved by the EPA WAM to the NRT/RRT and committee members;
- Attending monthly committee meetings and planning sessions;
- Developing a meeting calendar and updating the calendar on the NRT web page on a regular basis;
- Preparing a summary technical report after each meeting on key issues, decisions reached, and action items;
- Distributing the meeting summary and related materials; and
- Update NRT/RRT contacts list monthly;
- Preparing short (less than 5 pages) issue papers and reports upon receipt of technical direction from the EPA WAM.

As part of the support for these committees, the contractor shall maintain NRT/RRT Committee and Subcommittee meeting schedules, track actions items that emerge from these meetings, update contact lists of committee and subcommittee members, and distribute information to members as appropriate.

The contractor also will provide support to the NRT Executive Secretariat, which is chaired by the NRT Executive Director (EPA/OEM/WAM). Upon receipt of technical direction from the EPA WAM, the contractor shall prepare short reports and analyses (under 2 pages) for distribution to the NRT and provide editorial assistance for NRT correspondence. The contractor also will maintain and archive NRT files and records for future reference purposes, as directed by the EPA WAM.

Task 5 : Provide NRT Website Maintenance/Outreach Support

The contractor shall provide communication and outreach support for the NRT. This support will include development and distribution of NRT publications to NRT members and EPA/U.S. Coast Guard FOSCs. The contractor shall prepare, based on direction from the EPA WAM, a short management plan (5 pages or less) that recommends improvements in NRT publication distribution via e-mail and the NRT website.

The contractor shall provide support to the NRT/RRT for notifications during emergencies and exercises, coordinate with the National Response Center, and maintain up to date NRT notification lists. The contractor shall establish a 24-hour contact number to ensure that the NRC or NRT members can contact our staff at any time and respond as needed in the event of an incident. Upon receipt of technical direction from the EPA WAM, the contractor shall update and maintain the NRS Outreach Plan to incorporate any relevant changes.

The contractor shall assist the NRT in coordinating projects involving public and employee risk communication. This assistance will be defined by the EPA WAM through technical direction and will likely include: coordinating special meetings on risk communication at the direction of the EPA; developing communications strategies; assessing public/worker concerns; identifying risks posed by chemicals that are released; and gathering information on health effects of these chemicals. Upon receipt of the TD from the EPA WAM, the contractor shall assess the work to be performed, assign appropriate staff, and establish a quality assurance procedure appropriate for completing the work.

The contractor shall provide on-going support for the NRT/RRT Web site, including:

- Support uploading of NRT material to the NRT Web site;
- Link electronic lessons learned systems accessible to the NRT Homepage in coordination with the Preparedness Committee;
- Expand and update the section for the NRT Web site listing training classes and exercises;
- Under the WAM direction, implement an e-mail distribution of NRT documents to NRT and RRT on an ongoing basis;
- Monthly upload of content to the NRT.org Web site after Executive Secretariat and WAM approval;
- Provide O&M procedures to the web site (including updating/improving cyber-security as needed);
- Maintain an Internal NRT Web page for NRT members; and
- Revisions/implementation of NRT outreach/communication plan as directed.

At the direction of the EPA WAM, the contractor shall perform the following optional tasks:

- On a monthly basis, provide a statistics report and a search engine ranking report. These reports will be compiled together and delivered officially on an annual basis. They will serve to inform the EPA WAM of the status of the Web site regarding usage and search ability.
- On a quarterly basis, take a snapshot of the NRT.org Web site by copying all files on the sites onto CD's. These CD's will provide a permanent record of the content of the site on a specific point in time.
- Promotion of Web sites must take into consideration the audience, and in the case of a government Web site, any rules or regulations that EPA or the Federal government may have regarding "advertising." The contractor can work with NRT to develop a promotion campaign for the Internet Web site to inform potential users about the content and new functional features.
- Speaking engagements, presentations, and outreach to communicate information about the NRT.org Web site to EPA content contributors and management.
- Web site hosting assessment and recommendations.
- The contractor shall participate during the process of redesigning the NRT/RRT website including upgrades to the supporting hardware and software applications.

The contractor shall, under the EPA WAM direction, support activities involving public and employee risk communication and protective action decision-making. The contractor shall also support other NRT outreach activities, including the NRT Brochure, NRT Outreach presentation and handout, as directed by the EPA WAM.

Task 6: Preparedness Committee Support

In addition to the logistical and technical support identified in Task 4 above, the contractor shall, under WAM direction, provide analysis, and technical assistance related to incident preparedness by developing materials such as fact sheets, reports, briefings, and issue papers to coordinate and assist Preparedness Committee projects including, but not limited to:

- Improving area planning identified in Subpart C of the National Contingency Plan;
- Improving coordination between Area Planning and Port Security Planning;
- Fostering the role of the FOSC in area planning;
- Improving the NRT's continuity of operations plan (COOP);
- Coordinating NRT involvement in updating the NCP;
- Developing lessons learned from incidents and exercises and following-up on recommendations from previous incidents and exercises, e.g., Coast Guard SONS exercise, WMD incidents and exercises;
- Compiling and maintaining the NRT Operations Guidance Manual;
- Updating the NRT Operations binder;
- Supporting inland area conference calls with EPA region area planners; and
- NRT training and exercise support activities.

The contractor shall support up to two new projects addressing contingency plan coordination and development. Products will likely be reports (approximately 20 pages in length) suitable for publication.

Upon receipt of technical direction from the EPA WAM, the contractor shall assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

Task 7: Panama Canal Authority Assistance

Under the direction of EPA's WAM, the contractor shall: 1) Provide technical and logistical support to the NRT Panama Canal Committee; 2) Develop short reports on issues associated with the analysis of current Panama Canal contingency plans; 3) Develop short (5 page) technical papers that will assist the Panama Canal Authority in identifying capabilities, assets procedures, regulations, requirements, and other information that will aid the Panama Canal authority to prevent, prepare for, and respond to oil, hazardous materials, and radiological releases in the Canal; 4) Provide support for implementation of the 2002 agreement between EPA, Coast Guard, State Department and the Panama Canal authority in addressing the NRT assistance in the case that an environmental incident should occur in the Panama Canal; and 5) Assist with exercise development activities.

The contractor shall provide support in Panama for the annual exercise and at least one notification exercise. The contractor shall assist in developing the exercise scenario, evaluator/controller and player materials, provide facilitation assistance and evaluations. The contractor shall provide a Task Manager who is be able to speak and read Spanish. Exercise Scenarios and materials will be based on previously developed Panama exercises (e.g., Exercise Gatun I, Exercise Gatun II, Balboa Reach). The contractor shall provide exercise evaluators in Washington, D.C. and Panama. Two trips to Panama for one contractor facilitator/expert is included in the cost estimate.

As directed for the EPA WAM, the contractor shall provide support to the NRT for coordinating responses to international incidents and help develop NRT materials for international meetings and conferences.

Upon receipt of technical direction from the EPA WAM, the contractor shall assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

Task 8: Hazardous Materials Response and Oil Spills Conference Support

The contractor shall provide support the NRT's participation in EPA's Region 3 Mid-Atlantic HAZMAT Conference, Philadelphia, PA and provide support for the Fresh Water Spills Symposium and OSC Readiness Conference. The contractor shall support other conferences and meetings as directed by the EPA WAM if funds are available. As part of this support, the contractor shall:

- Develop conference materials;
- Coordinate with conference planners to arrange meeting and booth space;
- Ship meeting materials
- Set up and staff the NRT booth;
- Provide technical support for NRT meetings to be held at the conferences.

Upon receipt of technical direction from the EPA WAM, the contractor shall assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

Task 9: Response Committee Support

In addition to the logistical and technical support identified in Task 4 above, the contractor shall, at the direction of the EPA WAM, provide analysis, and technical assistance related to incident response management projects by developing materials such as fact sheets, reports, briefings, and issue papers (typically less than 20 pages in length). Projects may include, but are not limited to:

- Incident Command/Unified Command Implementation (ICS/UC);
- Response Resource Equipment Inventory;
- NRT agency emergency OSC authority at Federal Facilities;
- Federal Response Plan ESF #10 coordination and reconciliation of response plans;
- Follow-up actions from WMD incidents;
- Coordinate with the National Pollution Funds Center;
- Worker safety and health issues; FOSC reports;
- Joint Information Center guidance development;
- NRT/RRT WMD actions and other projects.

The details of these projects will be defined in technical direction from the EPA WAM.

Upon receipt of technical direction from the EPA WAM, the contractor shall assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

Task 10: Follow-up Reports/Activities from Incidents/Exercises

The contractor shall provide coordination and technical support to the NRT for in developing follow-up plans and actions from lessons learned from incidents and exercises, including those involved in weapons of mass destruction. Activities may include revisions to NRT preparedness and response procedures, updated coordination procedures with the National Response Center to improve activation, plan revisions and reconciliation, and updated procedures for coordination with the National Response Plan. These reports and activities will be defined in technical direction from the EPA WAM.

Upon receipt of technical direction from the EPA WAM, the contractor shall assess the work that is to be performed based on the description provided, assign appropriate staff to do the work, and institute an appropriate quality control process to ensure that the work is performed is of high quality without jeopardizing the timing of important deliverables.

DELIVERABLES

The contract deliverables below will be developed during the course of this work assignment. Additional deliverables will be developed based on technical direction from the EPA WAM.

<u>Deliverable</u>	<u>Due Date</u>
0.1 Work Plan	21 days after receipt of WA
0.2 Monthly Progress Reports	TBD
<hr/>	
1.1 Draft Updated Annual Planning Document	TBD
1.2 Final Planning Document	TBD
1.3 Project Workload Analyses & Tracking Summaries	TBD
1.4 Separate Planning Documents	TBD
<hr/>	
2.1 Initial list of hotels/meeting space options	TBD
2.2 Revised list of hotels/meeting space options for NRT review	TBD
2.3 Draft conference materials (e.g., agenda, attendance list, draft meeting materials)	TBD
2.4 Final conference materials (e.g., name tags, meeting materials)	TBD
2.5 Draft meeting report	TBD
2.6 Final draft meeting report	15 days from receipt of final comments from the EPA WAM
<hr/>	
3.1 Draft NRT/RRT Coordination meeting summaries	Within 5 working days of the meeting
3.2 Short Issue Papers/Draft Briefing Materials	Within 10 working days of receipt of TD from EPA WAM or as specified in the TD
3.3 Quick Response Tasks to be determined through technical direction from the EPA WAM	TBD
<hr/>	
4.1 Short Issue Papers/Draft Briefing Materials	TBD
4.2 Draft Meeting Summaries	Within 5 working days of meeting
<hr/>	
5.1 Monthly updates to the NRT Website	Monthly
5.2 Management Plan for maintaining the NRT web site	As specified in the TD

5.3 Revisions to NRT phone/e-mail lists

Quarterly

5.4 Updated NRT Outreach/Communication Plan

As specified in the TD

6.1 NRT Operations Binder Update

Quarterly

6.2 To be determined through technical direction
from the EPA WAM

As specified in the TD

7.1 To be determined through technical direction
from the EPA WAM

As specified in the TD

8.1 To be determined through technical direction
from the EPA WAM

As specified in the TD

9.1 To be determined through technical direction
from the EPA WAM

As specified in the TD

10.1 To be determined through technical direction
from the EPA WAM

As specified in the TD

GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor shall state that no conflicts exist.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Imitative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

DELIVERABLES

Unless otherwise requested, the Contractor shall prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in the OEM Graphic Manual.

EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended. The Contractor shall not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

CONFIDENTIAL BUSINESS INFORMATION (CBI)

If this work assignment requires use of CBI, the Contractor shall abide by all EPA CBI requirements and stipulations. The Contractor shall identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, which ever occurs first.

INHERENTLY GOVERNMENTAL FUNTIONS (IGF)

The Contractor shall not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

AUTOMATED DATA PROCESSING (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-512

☐ Other ☒ Amendment Number:
000002Contract Number
EP-W-08-036Contract Period 05/05/2008 To 11/04/2014
Base Option Period Number 4Title of Work Assignment/SF Site Name
Clandestine Drug Lab TrainingContractor
SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☒ Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 29, 2013 for \$486,504.30 and LOE of 4550 hours.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 05/05/2008 To 11/04/2014 Cost/Fee: \$0.00 LOE: 0

This Action: \$486,504.30 4,550

Total: \$486,504.30 4,550

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/29/2013 Cost/Fee: \$486,504.30 LOE: 4,550

Cumulative Approved: Cost/Fee: \$486,504.30 LOE: 4,550

Work Assignment Manager Name Lisa Boynton

Branch/Mail Code:

Phone Number 202-564-2487

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-512

☐ Other ☒ Amendment Number:

000001

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Clandestine Drug Lab Training

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This amendment is to authorize the continuation of work on this Work Assignment through July 10, 2013.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

05/05/2008 To 11/04/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Boynton

Branch/Mail Code:

Phone Number 202-564-2487

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-512

☐ Other ☐ Amendment Number:Contract Number
EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 4

Clandestine Drug Lab Training

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

4,550

Total:

4,550

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Boynton

Branch/Mail Code:

Phone Number 202-564-2487

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Meghan Thomas

Branch/Mail Code:

Phone Number 202-250-8640

FAX Number:

(Signature)

(Date)

CONTRACTOR: SRA
CONTRACT: EP-W-08-036
WORK ASSIGNMENT: 512
WORK ASSIGNMENT TITLE: Support to EPA's Clandestine Drug Laboratory Training Program
WORK ASSIGNMENT MANAGER: Lisa Boynton 202-564-2487
PROJECT OFFICER: Portia Perry (202) 564-2285

Level of Effort:

The estimated Level of Effort (LOE) for this work assignment is 4550 hrs. The contractor shall not exceed the LOE amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

I. BACKGROUND:

As the federal government expands its efforts to combat the growing problem of clandestine drug laboratories (CDLs) that produce methamphetamine, agencies must improve their processes to address the increasingly difficult problems that are encountered. One problem associated with methamphetamine-producing CDLs is the threat to human health and the environment resulting from the chemicals and other hazardous wastes that remain following the discovery and arrest of CDL operators. For example, the hazardous wastes remaining at a CDL present a significant threat to the law enforcement officials and other first responders (fire and health department personnel) that initially secure the site, as well as other people who live or work nearby.

The EPA is performing a variety of activities to understand and characterize the threats posed by CDL contamination, enhance customer awareness of the inherent threats posed by such contamination, and improve the ability of local governments to respond to CDL contamination. To accomplish these objectives, EPA must evaluate existing organizations and processes and implement process improvement activities and training to respond to the unusual or unique circumstances surrounding contamination at former methamphetamine CDLs.

II. PURPOSE

The purpose of this effort is to provide training to first responders who either discover or seize clandestine methamphetamine laboratories. EPA has developed a national training curriculum to effectively instruct first responders on how to identify, remediate and cleanup CDL waste sites. However, communication and outreach to stakeholders of EPA's CDL efforts related to meth lab cleanup and cleanup levels is critical and must be addressed.

III. CONTRACTOR SOW REFERENCE: 4, 3 & 2

IV. DESCRIPTION OF TASKS

TASK 1: WORK PLAN AND COST PROPOSAL PREPARATION

The contractor shall develop a work plan to provide detailed explanations of all activities associated with each of the defined tasks and a proposed approach for completing each task. The contractor shall identify the milestones, reports, and deliverables (including interim products) and their associated due dates. The contractor shall develop a staffing plan with this work plan. The contractor shall develop a detailed budget, including a breakout of labor hours and other direct costs. The contractor shall deliver the work plan to the EPA WAM within 21 days of receipt of the work assignment.

During the period of performance for this work assignment, the contractor shall conduct work assignment monitoring, quality assurance and management activities, including preparation of the monthly progress report, under this task.

TASK 2 - NATIONAL CLANDESTINE DRUG LAB AWARENESS AND OPERATIONS TRAINING

The contractor shall provide this training to first responders at the awareness and operational levels at six (6) different sites around the country. The contractor shall assist in identifying appropriate locations for the training. The training shall include the full train-the-trainer component (if appropriate) and all the training materials. Specifically, the Contractor shall perform the following:

1. Provide a List of Potential Training Sites
2. Provide all logistical support for the training;
 - i. Assemble, update, and provide training materials;
 - ii. Create promotional materials related to the training and serve as a point of contact for registration;
3. Conduct training (2 days) on first responder awareness, operations, and train the trainer at each training site;
4. Provide post training support, including responding to ad-hoc requests from participants for other training related information;

For estimating purposes only, the contractor shall assume conducting the training will require three (3) persons for five (5) days each in each of the following six (6) cities: Baltimore, MD, Chicago, IL, New Orleans, LA, Denver, CO, Harrisburg, PA, and Minot, ND. Assume a range of 30-50 participants for each training.

TASK 3 - SUPPORT FOR VOLUNTARY GUIDELINES WORK

The contractor shall assist EPA in exploring: 1) how EPA's guidelines can be made more portable for field personnel; 2) the best methods for that portability; 3) how best to implement portability and assist in creating those tools. In addition, the contractor with support EPA in promoting the revised guidelines as necessary (4). Specifically, the Contractor shall perform the following:

1. Research and present some of the current methods for compact field guides
2. Assist in choosing the best method for all users
3. Assist in the implementation of that method
4. Activities may include attending conferences and seminars

TASK 4 - COMMUNICATIONS AND OUTREACH SUPPORT

Communication and outreach to stakeholders of EPA's efforts related to meth lab cleanup is critical. Information changes quickly and the geographic concentration of meth labs changes as quickly. The Contractor shall perform the following:

1. Disseminate information related to EPA's Drug Lab Project Team, and the relationship between drug lab cleanups and EPA programs that assist local governments in conducting cleanups.
2. Identify the objectives of the communications activities, identify the target audience, provide support for these efforts, and develop specific communication and outreach products.
3. Identify potential conferences in which EPA may participate, arrange for that participation, and develop outreach materials related to each conference.
4. Recommend and develop outreach materials to disseminate information about the production of meth and the environmental dangers of that process – related to EPA's mission of protecting human health, and the environment.

IV. TIME SCHEDULE AND DELIVERABLES

Task No.	Deliverables	Due Date
1-A	Draft Work Plan	In accordance with the due date stated in the contract
1-B	Final Work Plan (if necessary)	No later than 15 days after conclusion of discussions with Contracting Officer
1-C	Monthly Progress Reports	In accordance with the due date stated in the contract
2-A	List of Potential Training sites	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 30 calendar days after issuance
2-B	Promotional Materials for Training	Due date shall be specified in Technical Direction Form (TDF)
2-C	Support Material for Training	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 90 calendar days after issuance

2-E	Conduct Training in Seven Cities	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than end of this work assignment
3-A	Support EPA in creating field ready tools	Due date shall be specified in Technical Direction Form (TDF)
3-A.	Review of currently available field guide options Present EPA with options	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 120 calendar days after issuance
3-B.	Present EPA with implementation options	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 120 calendar days after issuance
4-A	Conference Tracking Matrix	Due date shall be specified in Technical Direction Form (TDF) but shall be done each quarter at a minimum
4-B.	Outreach Support Products	Due date shall be specified in Technical Direction Form (TDF) but shall be no later than 100 calendar days after issuance

VI. STANDARD LANGUAGE

Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

Contractor Communications

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

Deliverables

Unless otherwise requested, the Contractor shall prepare all documents using software compatible with OEPPR equipment and also use Fonts consistent with those identified in the EPA/OEM Graphic Manual. In addition to submitting a hard copy, the Contractor shall provide all deliverables on a CD if requested.

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details;

completes the general description of work; shifts emphasis among work areas or tasks; and
(2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

Conflict of Interest

The Contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the Contractor shall list those conflicts and state how they propose to neutralize or mitigate the conflicts. If no conflicts exist, the Contractor shall state that no conflicts exist.

Expenditure of Funds/Hours

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended.

The Contractor shall not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftt. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-514

☐

Other

☒

Amendment Number:

000001

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Support for EPCRA/RMP Comms

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 28, 2013 for \$26,505.40 and LOE of 300 hours.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 11/04/2014

Cost/Fee: \$0.00

LOE: 0

This Action:

\$26,505.40

300

Total:

\$26,505.40

300

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/28/2013

Cost/Fee: \$26,505.40

LOE: 300

Cumulative Approved:

Cost/Fee: \$26,505.40

LOE: 300

Work Assignment Manager Name Margaret Gerardin

Branch/Mail Code:

(Signature)

(Date)

Phone Number 202-564-2491

FAX Number:

Project Officer Name Portia Perry

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Carolyn Mosinski

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number OP4-514			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-W-08-036			Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4			Title of Work Assignment/SF Site Name Support for EPCRA/RMP Comms			
Contractor SRA International, Inc.				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/05/2013 To 11/04/2014			
Comments: This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
SFO (Max 2) 22 Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
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4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 0					
05/05/2008 To 11/04/2014									
This Action:				300					
Total:				300					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee:		LOE:			
Cumulative Approved:				Cost/Fee:		LOE:			
Work Assignment Manager Name Margaret Gerardin						Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>						Phone Number 202-564-2491			
						FAX Number:			
Project Officer Name Portia Perry						Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>						Phone Number: 202-564-2285			
						FAX Number:			
Other Agency Official Name Danny Uhr						Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>						Phone Number: 202-564-6178			
						FAX Number:			
Contracting Official Name Meghan Thomas						Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> </div> <div style="text-align: center;">(Signature) 5/9/13 (Date)</div>						Phone Number: 202-250-8640			
						FAX Number:			

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NO: OP4-514

WORK ASSIGNMENT TITLE: Support for EPCRA and RMP Communications and Outreach

CONTRACTOR: Systems Research and Applications Corporation (SRA)

CONTRACT NO: EP-W-08-036

WORK ASSIGNMENT MANAGER: Margaret Gérardin
Mail Code: 5104A
Phone: 202-564-2491
Fax: 202-564-8222

ALT. WORK ASSIGNMENT MANAGER: Eileen Mayer
Mail Code: 5104A
Phone: 202-564-9628
Fax: 202-564-8222

ESTIMATED PERIOD OF PERFORMANCE: 5 May 2013 to 4 November 2014

ESTIMATED LABOR HOURS: 300

BACKGROUND:

The Evaluations and Communications Division (ECD) within EPA's Office of Emergency Management is responsible for developing communication strategies and outreach materials, improving Web copy and document formatting, and publishing fact sheets, brochures, reports, CD ROMs, and other outreach materials for EPCRA and the RMP program.

The OEM website (www.epa.gov/emergencies) is our primary method of communicating with our various customers. Although future and regular updating of the content on the OEM website is the responsibility of individual content editors, OEM anticipates making continued improvements in the template and the information architecture, as well as developing additional Web-based tools for the Website and Webpages in order to meet customers' needs.

SCOPE:

The purpose of this work assignment is to provide support to OEM's Evaluation and Communications Division in preparing publications and other communication tools for the Emergency Planning and Community Right to Know Act (EPCRA) program and the Risk Management Plan (RMP) program.

TASKS:

Task 1: Preparation of Work Plan

The Contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment. The work plan shall be delivered within 21 days of receipt of this work assignment.

Task 2: Support for Outreach and Communication Products

The contractor shall support development of outreach and communication products for OEM's Emergency Planning and Community Right-to-Know Act (EPCRA) Program and the Risk Management Program (RMP) under the Clean Air Act. At the direction of the WAM, the contractor shall also support development of a communication strategy and other specific outreach and communications products (PDF files, CD-ROMs, etc.) that enhance the delivery of outreach information to OEM stakeholders. Outreach materials may include: brochures, flyers, fact sheets, videotapes, audiotapes, presentation materials (slides, overheads, etc.), press releases, art / conference displays (booths for conferences), annual reports and the posting of program materials to the OEM Websites. Support may include technical editing and/or developing layout of documents in conformance with Agency directives and policies.

DELIVERABLES:

Task #	Deliverable	Due Date	Special Instructions
1	Workplan	21 days after receipt of work assignment	
2	Develop outreach products as needed and directed by the WAM	Ongoing	WAM may request revision through Technical Direction

TECHNICAL DIRECTION:

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical Direction includes:

- (1) Direction to the contractor which assists in accomplishing the WA SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Institutes additional work outside the scope of the contract;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract;
- (4) Alters the period of performance; or
- (5) Changes any of the other express terms or conditions of the contract.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after verbal issuance.

TRAVEL (as applicable):

Performance under this work may require travel. When travel is required, the Contractor shall conduct local and continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftt. The Contractor shall adhere to the requirement of Subpart 31.2 of the Federal Acquisition Regulation (FAR) and the federal regulations in incurring allowable travel costs under this contract, and correspondingly must at all times seek and obtain government rates whenever available and observe current subsistence ceilings.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-515

☐ Other ☒ Amendment Number:
000001Contract Number
EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 4

Support for OEM/ECD CEPP Pgrms

Contractor
SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☒ Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 30, 2013 for \$176,769.80 and LOE of 1900 hours.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 05/05/2008 To 11/04/2014 Cost/Fee: \$0.00 LOE: 0

This Action: \$176,769.80 1,900

Total: \$176,769.80 1,900

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/30/2013 Cost/Fee: \$176,769.80 LOE: 1,900

Cumulative Approved: Cost/Fee: \$176,769.80 LOE: 1,900

Work Assignment Manager Name Armando Santiago

Branch/Mail Code:

Phone Number 202-564-8002

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-515

☐

Other

☐

Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Support of OEM/ECD CEPP Prog.

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

05/05/2008 To 11/04/2014

LOE: 0

This Action:

1,900

Total:

1,900

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Armando Santiago

Branch/Mail Code:

Phone Number 202-564-8002

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP4-515

WORK ASSIGNMENT TITLE: Support for OEM CEPP Programs: Evaluations and Measures

CONTRACTOR: Systems Research Applications (SRA)

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER:

Armando Santiago
Mail Code: 5104A
Phone: (202) 564-8002
Fax: (202) 564-8233

ALT. WORK ASSIGNMENT MANAGER:

Bill Finan
Mail Code: 5104A
Phone: (202) 564-7981
Fax: (202) 564-8233

ESTIMATED PERIOD OF PERFORMANCE: May 5, 2013 – November 4, 2014

ESTIMATED LABOR HOURS: 1,900

BACKGROUND

The Office of Emergency Management (OEM) is responsible for the National implementation of the EPA Chemical Emergency Preparedness and Prevention Programs (CEPP), covered under CERCLA 103, EPCRA and the CAA 112 (r) statutes. These laws, and respective EPA regulations, support EPA philosophy of providing timely and accurate facility chemical hazard information to the public and government officials at all levels. EPA intends to build LEPC (and SERC) capacity, ensuring we provide sufficient support to all State and local agencies.

In addition, EPA Headquarters and Regional Offices are working collaboratively on establishing national and regional CEPP program goals. All regulatory program activities, and their effectiveness, will be measured against agreed implementation requirements.

SCOPE

The purpose of this work assignment is to require the contractor to provide support for the following OEM activities:

- Analyze and summarize all responses to CEPP survey on status and priorities of RMP and EPCRA 311/312 implementation activities (10 Regions)
- Develop CEPP Program Evaluation tools, and assist in the conduct Regional Evaluations in FY14
- Conduct data analysis, reporting and dissemination of RMP information to EPA stakeholders and implementing agencies

TASKS

TASK 1: Develop Work Plan

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

TASK 2: Support for Analysis of Regional Survey on RMP and EPCRA 311/312 Activities

The contractor shall assist in documentation of survey results. The contractor will participate in the analysis and summary of CEPP Program implementation activities underway in all EPA ten Regions and Headquarters in FY13. In addition, the contractor will assist EPA in disseminating information on best practices and program implementation improvements, as demonstrated or suggested by all regions.

TASK 3: Support for Implementing a CEPP Program Evaluation Protocol

Based on results from the CEPP survey, the contractor will assist in developing relevant evaluation tools for the CEPP Programs (RMP and EPCRA 311/312). As needed, the contractor will assist EPA in the evaluation of all ten Regions and Headquarters implementation in FY14. The contractor may be asked to accompany a review team to conduct the meetings in regional offices. The contractor shall assist in the collection and analysis of documentation and data supporting the all evaluations. The contractor shall prepare evaluation materials, and take notes during the reviews to capture key issues, findings, and recommendations. At the end of the national review, the contractor will prepare a draft report and other briefing materials, as directed by OEM.

TASK 4: Support for Dissemination of RMP Data Analysis

The contractor shall analyze Risk Management Plan (RMP) data using appropriate statistical and analytical techniques, summarize findings, and deliver comprehensive reports and graphics to OEM. The contractor shall also develop appropriate data queries and electronic reports for sharing RMP information with all EPA stakeholders, including Regional offices, State implementing agencies, covered people and the regulated community. Data will be shared using both EPA internal and external websites, taking into consideration appropriate secured access.

DELIVERABLES

TASK NO.	DELIVERABLE	DUE	SPECIAL INSTRUCTIONS
1	Work Plan	Will be established by Technical Direction	WAM may request revision through Technical Direction
2	CEPP Program Survey Analysis	Will be established by Technical Direction	WAM may request revision through Technical Direction
3	CEPP Program Implementation Evaluation Tool	Will be established by Technical Direction	WAM may request revision through Technical Direction
4	RMP Data Analysis and Dissemination	Will be established by Technical Direction	WAM may request revision through Technical Direction

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical Direction includes:

- (1) Direction to the contractor which assists in accomplishing the WA SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Institutes additional work outside the scope of the contract;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract;
- (4) Alters the period of performance; or
- (5) Changes any of the other express terms or conditions of the contract.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after verbal issuance.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DOD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.


SURVEY MANAGEMENT

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook* found here: <http://www.epa.gov/oamcinc1/0710295/attach12.pdf>.

COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 0F4-517	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001	
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014	Title of Work Assignment/SF Site Name OEM StratPlanning&Eval	
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014	
Comments: Approval of the contractor's work plan and cost estimate dated May 28, 2013 for \$212,063.01 and LOE of 2000 hours.			
<input checked="" type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input type="checkbox"/> Non-Superfund	
SFO (Max 2) 22		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.	
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 05/05/2008 To 11/04/2014		Cost/Fee: \$0.00 LOE: 0	
This Action:		\$212,063.01 2,000	
Total:		\$212,063.01 2,000	
Work Plan / Cost Estimate Approvals			
Contractor W/P Dated: 05/28/2013		Cost/Fee: \$212,063.01 LOE: 2,000	
Cumulative Approved:		Cost/Fee: \$212,063.01 LOE: 2,000	
Work Assignment Manager Name Bill Finan _____ (Signature) (Date)		Branch/Mail Code: Phone Number 410-305-2669 FAX Number:	
Project Officer Name Portia Perry _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-564-2285 FAX Number:	
Other Agency Official Name _____ (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name Carolyn Mosinski  6/20/13 (Signature) (Date)		Branch/Mail Code: Phone Number: 202-564-0962 FAX Number:	

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-517

☐

Other

☐

Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Strategic Planning and ProEval

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

2,000

Total:

2,000

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Bill Finan

Branch/Mail Code:

Phone Number 410-305-2669

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

May 7, 2013

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP4-517

WORK ASSIGNMENT TITLE: Support of OEM Strategic Planning and Program Evaluation

CONTRACTOR: SRA International

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER:

Bill Finan
Mail Code: 5104A
Phone: (202) 564-7981
Fax: (202) 564-8233

ALT. WORK ASSIGNMENT MANAGER:

Armando Santiago
Mail Code: 5104A
Phone: (202) 564-8002
Fax: (202) 564-8233

PERIOD OF PERFORMANCE: CO Approval through 11/04/2014 .

ESTIMATED LABOR HOURS: 2000 hours

BACKGROUND

In November 1998, EPA began to establish a set of national baseline standards to improve national consistency and further strengthen the core emergency response and removal program (OSWER memorandum, *National Core Emergency Response Program Implementation*, November 25, 1998). These standards are EPA's primary tool for evaluating the Agency's response readiness. In May 2009, the Core NAR tool was changed to Core National Approach to Response (Core NAR). Although the name has changed, the purpose of the tool remains the same. Core NAR not only evaluates day to day removal operations but will also evaluate EPA's progress toward readiness for nationally significant events. Beginning in FY2011, Core NAR has two components: 1) ER -- covering the day-to-day preparedness of the Removal Program, and 2) CBRN -- covering chemical, biological, radiological, and nuclear preparedness. The Office of Emergency Management (OEM) is responsible for developing and updating guidance, implementation criteria and evaluation criteria related to Core NAR. OEM will conduct a Core NAR evaluation for (1) each Regional office, (2) the Environmental Response Teams (ERT) in Edison, New Jersey and Las Vegas, Nevada, the Chemical, Biological, Radiological & Nuclear Consequence Management Advisory Team (CMAT) in various locations, the Radiological Emergency Response Team (RERT) in Montgomery, Alabama and Las Vegas, Nevada, and the National Counter Terrorism Evidence Team (NCERT), and (3) Headquarters in Washington, DC. The Special Teams listed above will meet in one place for a combined assessment.

In addition to the Core NAR process, EPA is required to fulfill the requirements of the Government Performance and Results Act (GPRA) by developing a strategic plan, annual plans, and evaluations of their results. In addition, the OEM Evaluation and Communication Division conducts evaluations of response activities and exercises to develop lessons learned, and conducts program evaluations of OEM activities (mercury cleanups and related activities).

SCOPE

The purpose of this work assignment is to require the contractor to provide support for the following OEM activities:

- Core NAR Evaluation (both ER and CBRN)
 - Regions
 - Headquarters
 - Special Teams
- Strategic Planning
- Emergency Response and Removal Program Outcome Measures
- Lessons Learned from Exercises and Emergency Response
- Related evaluation activities for the emergency response and removal program.

TASKS

TASK 1: Develop Work Plan

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include provision for twice monthly meetings with the EPA WAM as well as a schedule of deliverables.

TASK 2: Support for the 2013 and 2014 Core NAR Evaluation Process and Reviews

The contractor will assist EPA in the evaluation of all ten Regions, Headquarters, and Special Teams for the FY 2013 process as well as the development and implementation of the FY 2014 process. The contractor may be asked to accompany a review team to conduct the meeting in a location where all Special Teams will be assessed. The contractor will assist in the collection and analysis of documentation and data supporting the Core NAR Program. The contractor will prepare evaluation materials, and take notes during the reviews to capture key issues, findings, and recommendations. At the end of the review, the contractor will prepare a draft report, and other briefing materials summarizing key findings and recommendations of the review as directed by the EPA WAM. In response to written technical direction, the contractor may be asked to develop and deliver the following for both FY13 and FY14:

- Evaluation agendas, forms and materials, in preparation for site visits (if applicable);
- Scheduling of Webinar events for Core NAR evaluations that will be conducted remotely
- Review and analysis of all submitted Core NAR supporting documentation;
- Site support for the on-site evaluation process (if applicable);
- Two detailed reports, one for the three ER assessments and one for the comprehensive CBRN assessment; and
- Two executive summaries, one for each of detailed reports.

In addition, the contractor will assist OEM in reviewing and addressing all comments related to Core NAR for FY2014, and in preparing final evaluation materials for FY2014 by December 2013.

TASK 3: Support for OEM Reports Related to EPA Strategic Plan

In response to technical direction, the contractor will assist OEM in analyzing data and preparing reports related to activities and priorities in the Agency Strategic Plan.

TASK 4: Support for Lessons Learned Analysis

At the request of the EPA WAM through written technical direction, the contractor shall assist OEM in the development of lessons learned for incidents and exercises. The EPA WAM may direct the contractor to develop a web-form with the capability of capturing and cataloging comments based on incidents and exercises.

TASK 5: Related Support

At the request of the EPA WAM through written technical direction, the contractor shall assist OEM in conducting activities that assess and/or evaluate the Emergency Response and Removal Program. This could include gathering and analyzing data related to programmatic measures, as well as an analysis of information related to responses and removals in which mercury is the principal contaminant.

DELIVERABLES

<i>TASK NO.</i>	<i>DELIVERABLE</i>	<i>DUE</i>	<i>SPECIAL INSTRUCTIONS</i>
1	Work Plan	21 days after receipt of this work assignment	WAM may request revision through Technical Direction
2	Final 2013 and 2014 Core NAR Evaluation Tools for ER and CBRN	Will be established by Technical Direction	WAM may request revision through Technical Direction
3	Reports for FY 2013 and FY2014 Core NAR assessments	Will be established by Technical Direction	WAM may request revision through Technical Direction
4	Lessons Learned tools and reports	Will be established by Technical Direction	WAM may request revision through Technical Direction
5	Related materials – including report on mercury and similar	Will be established by Technical	WAM may request revision through Technical Direction

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71-*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical Direction includes:

- (1) Direction to the contractor which assists in accomplishing the WA SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Institutes additional work outside the scope of the contract;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract;
- (4) Alters the period of performance; or
- (5) Changes any of the other express terms or conditions of the contract.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after verbal issuance.

TRAVEL

Performance under this work assignment may require travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/fttr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

SURVEY MANAGEMENT

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook* found here: <http://www.epa.gov/oamcinc1/0710295/attach12.pdf>.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-520

☐ Other ☒ Amendment Number:

000001

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Local Gov't Reimbursement Prgm

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated June 20, 2013 for \$211,576.51 and LOE of 2800 hours.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 11/04/2014

Cost/Fee: \$0.00

LOE: 0

This Action:

\$211,576.51

2,800

Total:

\$211,576.51

2,800

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 06/20/2013

Cost/Fee: \$211,576.51

LOE: 2,800

Cumulative Approved:

Cost/Fee: \$211,576.51

LOE: 2,800

Work Assignment Manager Name Lisa Boynton

(Signature)

(Date)

Branch/Mail Code:

Phone Number 202-564-2487

FAX Number:

Project Officer Name Portia Perry

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Carolyn Mosinski

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-520

☐ Other☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Local Gov't Reimbursement Prgm

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

2,800

Total:

2,800

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Lisa Boynton

Branch/Mail Code:

Phone Number 202-564-2487

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

CONTRACTOR: SRA
CONTRACT: EP-W-08-036
WORK ASSIGNMENT: 520
WORK ASSIGNMENT TITLE: Support to EPA's Local Governments Reimbursement Program
WORK ASSIGNMENT MANAGER: Lisa Boynton 202-564-2487
PROJECT OFFICER: Portia Perry (202) 564-2285
Period of Performance: CO Signature through 11/4/2014

I. BACKGROUND:

In 1986, Congress enacted the Superfund Amendments and Reauthorization Act (SARA) to enhance the capabilities of states and local communities in preparing for, and responding to, toxic chemical releases. A key provision of the SARA Amendments was Section 123, which provides the Environmental Protection Agency (EPA) with the authority and the funds to reimburse local governments and Indian tribes for their costs incurred in conducting temporary emergency measures in response to releases of hazardous substances. Reimbursement is intended to alleviate significant financial burden placed on those local governments that are required to respond to chemical incidents, yet do not have available resources.

EPA's Local Governments Reimbursement (LGR) Program was established to implement SARA Section 123 which provides for reimbursement to local governments for emergency response activities related to hazardous substance threats. The program has the secondary effects of building lasting partnerships with local governments for protecting human health and the environment, and strengthening local emergency response programs and capacity. EPA has promulgated a regulation entitled "Reimbursement of Local Governments for Emergency Responses to Hazardous Substances Releases; Final Rule" (Federal Register/Vol. 63, No. 32/ Wednesday, February 18, 1998/Rules and Regulations; Pages 8283-8296) to govern the implementation of section 123.

II. PURPOSE

The purpose of this effort is to provide support the the LGR program in all aspects of program development, management and implementation.

III. SCOPE OF WORK

TASK 1: WORK PLAN AND COST PROPOSAL PREPARATION

The contractor shall develop a work plan to provide detailed explanations of all activities associated with each of the defined tasks and a proposed approach for completing each task. The contractor shall identify the milestones, reports, and deliverables (including interim products) and their associated due dates. The contractor shall develop a staffing plan with this work plan. The contractor shall develop a detailed budget,

including a breakout of labor hours and other direct costs. The contractor shall deliver the work plan to the EPA WAM within 21 days of receipt of the work assignment.

During the period of performance for this work assignment, the contractor shall conduct work assignment monitoring, quality assurance and management activities, including preparation of the monthly progress report, under this task.

Task 2: LGR APPLICATION EVALUATION AND REIMBURSEMENT AND STANDARD OPERATING PROCEDURES MANAGEMENT SYSTEM (SOPMS) CHANGES

The contractor will:

- 1) Perform a summary review of each application within five working days of receiving a new application from EPA and communicate the results of the summary review via e-mail to the EPA WAM;
- 2) Conduct a detailed analysis of reimbursement applications, make recommendations on the eligibility of the local community for reimbursement, and prepare appropriate documents to support the decision;
- 3) Scan the basic four-page completed application into the LGR database and use the database to aid in all data input, analysis, and reports generation;
- 4) Ensure that all application-related documents will be contained in both the database and the hardcopy files;
- 5) House and maintain duplicate application files at the contractor's offices and assist EPA in maintaining the official application files to ensure completeness and accuracy;
- 6) Maintain computerized database(s) related to this work assignment with corresponding computer disk backups of all data and specialized computer codes; and
- 7) Work with LGR program applicants to collect additional information when an application is incomplete or when eligibility questions or issues arise.

Task 3: CONDUCT OUTREACH ACTIVITIES AND COMMUNICATE PROGRAM INFORMATION TO LOCAL GOVERNMENTS

The contractor will:

- 1) Operate and maintain a toll-free LGR HelpLine including:
 - (a) providing answers to callers concerning LGR questions within one working day of the call or forwarding the call to the EPA WAM for response; (b) entering the information into the Communications Training Lotus Notes database within one working day of the call; and (c) sending materials requested by the potential applicant within three working days of receiving the request;
- 2) Utilize other customary communications procedures (e.g., U.S. mail, facsimiles, and E-mail) to support outreach to local communities;
- 3) Enter all outreach activities into the appropriate LGR Lotus Notes database (e.g., Communications Tracking, LGR Contacts, LGR Discussion, or LGR Rulemaking);
- 4) Make recommendations for improving existing or developing new communication materials for EPA internal (e.g., EPA management, financial offices) and external customers;
- 5) Prepare briefing materials and summaries for no more than five meetings each year. These briefings may include written summaries (typically five to ten pages in length) for a range of audiences such as Congress, GAO, or the media. As part of this effort, the EPA WAM will identify audiences, topics, and the appropriate medium; and
- 6) Prepare up to five fact sheets or analytical reports, each four to ten pages in length, based on information provided by EPA that analyze and summarize technical and regulatory aspects of that information. Analytical reports may include documents needed to support revisions to the regulations authorizing the LGR program. The contractor will submit draft fact sheets or reports for EPA approval prior to preparation of final camera-ready copies.
- 7) Assess customer needs through discussions of focus groups; develop agendas that respond to customer needs; and design conference sessions that optimize the presentation of program information and promote customer participation;
- 8) Prepare meeting documents for up to five conferences, each with an approximate three-day duration and between 30-100 attendees;
- 9) Participate and support EPA staff in attending and presenting LGR program information at seven national/regional conferences;
- 10) Evaluate the current LGR training materials and make recommendations to improve the materials to correspond to the new LGR program regulations;
- 11) Address the existing processes for training activities and build partnerships with the Regional offices to enhance the LGR program's ability to meet the customer needs; and

12) Assist EPA in conducting approximately six training sessions with EPA staff in various EPA regions and at conferences planned under this task.

Task 4: MAINTAIN LGR COMPUTER SOFTWARE

The contractor will assist EPA in maintaining and improving its computer systems and databases used in support of the LGR program. Specifically, the contractor will:

- 1) Conduct an annual evaluation of the LGR Electronic Application, the LGR database, and the LGR Internet Site to determine whether current advancements in computer technology or general operational and functional needs warrant modifications to make the systems more efficient and/or user friendly;
- 2) Update the LGR systems to implement the improvements identified in the annual evaluation or to respond to other improvements identified by the EPA WAM to enhance performance; and
- 3) Maintain and update the LGR Homepage Site data to ensure that current information is available to program stakeholders.

IV. TIME SCHEDULE AND DELIVERABLES

Task No.	Deliverables	Due Date
1-A	Draft Work Plan	In accordance with the due date stated in the contract
1-B	Final Work Plan (if necessary)	No later than 15 days after conclusion of discussions with Contracting Officer
1-C	Monthly Progress Reports	In accordance with the due date stated in the contract
2-A	Review recommendation memo via e-mail	Within five working days After Receiving Application (ARA)
2-B	Recommendation memo for either award, denial, or more information	Within ten working days ARA
2-C	Memo on any updated information received from the applicant	Within five working days of final update
2-D	Monthly report of SOPMS data entry and systems modifications	Within five working days after the end of each month
2-E	Annual evaluation report on database maintenance	Every 12 months following the anniversary date of Work Assignment approval and at the end of the period of performance for this work assignment
3-A	Monthly report on HelpLine activities	Within 10 working days following the end of each month

3-B	Monthly report on communications activities	Within 10 working days following the end of each month
3-C	Recommendations for improving LGR communications materials	To be specified by the EPA WAM via TDF, no later than 30 calendar days after issuance
3-D	Briefing materials and summaries for five meetings each year	To be specified by the EPA WAM via TDF, no later than 45 calendar days after issuance
3-E	Communications materials for general distribution (e.g., articles, fact sheets, brochures)	To be specified by the EPA WAM via TDF, no later than 60 calendar days after issuance
3-F	Draft and final revisions to the LGR Training Manual	To be specified by the EPA WAM via TDF
3-G	Draft and final conference agendas, handouts, and conference proceedings for six conferences each year	To be specified by the EPA WAM via TDF, no later than 120 calendar days after issuance
3-H	On-site support for six non-local conferences	To be specified by the EPA WAM via TDF, no later than 120 calendar days after issuance
4A-	Annual report on current status of the LGR electronic and software systems	To be specified by the EPA WAM via TDF, no later than 120 calendar days after issuance
4-B	Monthly report on all software and data reporting updates	To be specified by the EPA WAM via TDF, no later than 60 calendar days after issuance
4-C	Monthly memorandum on planned and completed updates to the LGR homepage	To be specified by the EPA WAM via TDF, no later than 100 calendar days after issuance

V. STANDARD LANGUAGE

Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71-*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the

authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70-*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

Contractor Communications

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

Deliverables

Unless otherwise requested, the Contractor shall prepare all documents using software compatible with OEPPR equipment and also use Fonts consistent with those identified in the OEPPR Graphic Manual. In addition to submitting a hard copy, the Contractor shall provide all deliverables on 3 1/2" disk.

INFORMATION TECHNOLOGY (IT) SERVICES

Performance under this work assignment requires the contractor to perform information technology (IT) services on behalf of the Government. When performing IT services under this work assignment, the contractor shall adhere to EPAAR 1552.211-79-*Compliance with EPA Policies for Information Resources Management*.

CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor shall state that no conflicts exist.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/fttr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

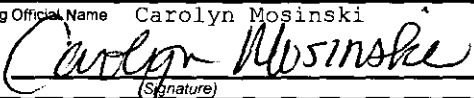
COMMUNICATIONS PRODUCTS


Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with *EPA's Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

LOE

Contractor shall not exceed 2,800 hours.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-521	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001	
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014		Title of Work Assignment/SF Site Name NIMS Support
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014	
Comments: Approval of the contractor's work plan and cost estimate dated June 3, 2013 for \$101,678.93 and LOE of 950 hours.			
<input checked="" type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input type="checkbox"/> Non-Superfund	
SFO (Max 2) 22 Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling			
Contract Period: 05/05/2008 To 11/04/2014		Cost/Fee: \$0.00 LOE: 0	
This Action:		\$101,678.93 950	
Total:		\$101,678.93 950	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated: 06/03/2013		Cost/Fee: \$101,678.93 LOE: 950	
Cumulative Approved:		Cost/Fee: \$101,678.93 LOE: 950	
Work Assignment Manager Name Craig Beasley		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number 202-564-2087	
		FAX Number:	
Project Officer Name Portia Perry		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number: 202-564-2285	
		FAX Number:	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number:	
		FAX Number:	
Contracting Official Name Carolyn Mosinski		Branch/Mail Code:	
 _____ (Signature)		6/20/13 _____ (Date)	
		Phone Number: 202-564-0962	
		FAX Number:	

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-521	
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4	Title of Work Assignment/SF Site Name NIMS SUPPORT	
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW	
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014	
Comments: This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.			
<input checked="" type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input type="checkbox"/> Non-Superfund	
SFO (Max 2) 22			
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling			
Contract Period: 05/05/2008 To 11/04/2014		Cost/Fee: LOE: 0	
This Action:		950	
Total:		950	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee: LOE:	
Cumulative Approved:		Cost/Fee: LOE:	
Work Assignment Manager Name Craig Beasley		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number 202-564-2087	
		FAX Number:	
Project Officer Name Portia Perry		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number: 202-564-2285	
		FAX Number:	
Other Agency Official Name Danny Uhr		Branch/Mail Code:	
_____ (Signature) _____ (Date)		Phone Number: 202-564-6178	
		FAX Number:	
Contracting Official Name Meghan Thomas		Branch/Mail Code:	
		Phone Number: 202-250-8640	
_____ (Signature) 5/9/13		FAX Number:	
		_____ (Date)	

STATEMENT OF WORK

CONTRACT NO:EP-W-08-036

WORK ASSIGNMENT NO: OP4-521

WORK ASSIGNMENT TITLE: NIMS Implementation Support

WORK ASSIGNMENT MANAGER: **Craig Beasley**
Office of Emergency Management
National Planning and Preparedness Division
Mail Code: 5104A Phone No: (202) 564-2087

PROJECT OFFICER: **Portia Perry**
Phone No: 202-564-2285

Period of Performance: CO Approval from 5/5/2013 through 11/04/2014

Level of Effort

The estimated level of effort (LOE) for this work assignment is 950hrs. The contractor shall not exceed the LOE amounts in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

BACKGROUND:

Homeland Security Presidential Directive (HSPD)-8, Management of Domestic Incidents, mandates a nationwide approach for Federal, State, local, and tribal governments to address domestic incidents. The directive requires the development and implementation of the National Response Plan (NRP) and a National Incident Management System (NIMS). NIMS provides the structure and mechanisms for national-level policy and operational direction for Federal support to State, local, and tribal incident managers and for exercising direct Federal authorities and responsibilities as appropriate under the law. The Incident Command System (ICS) is defined under NIMS as a standardized on-scene emergency management system designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

The NIMS Integration Team (NIT), composed of On Scene Coordinators representing each of the ten regions, members of the Environmental Response Team (ERT), representatives from the National Decontamination Team, the Criminal Investigation Division (CID) and the Office of Radiation and Indoor Air (ORIA), was established in 2004. The NIT was tasked with developing guidance to provide standardize NIMS implementation across all EPA regions and programs.

This work assignment will provide contractor support for the NIMS Integration Team.

PURPOSE AND OBJECTIVES:

The overall objective of this work assignment is to enable the Agency to meet the requirements of HSPD-8.

CONTRACTOR SOW REFERENCES:

This work is authorized under Task 1, Analytical Support (“for catastrophic disaster response and national security emergency and counter-terrorism preparedness, guidance documents, including directives, fact sheets, and planning models for other Federal agencies and State counterparts”); Task 2, Technical Assistance (“provide rapid technical and administrative support to OEM during emergency incidents or exercises”); Task 3, Conference and Meeting Support (“The Contractor shall provide logistical support for meetings, conferences, and workshops”); Task 4, Training Support (“The Contractor shall provide technical support for training and technical workshops for instruction and orientation in various aspects of OEM programs”); Task 5, Produce OCS Phone Book; Task 6, Management Systems and Planning Support (“The Contractor shall provide support in a variety of planning aspects and administrative options”).

CONTRACTOR REQUIREMENTS:

Task 1: Work Plan

The contractor shall prepare a work plan that includes a staffing plan as well as a detailed cost estimate. The work plan will also include a description of the level of effort necessary to complete the work identified in the work assignment. The work plan will be delivered within 21 days of receipt of this work assignment.

Task 2: Development and maintenance of training, documents and website updates

The Contractor shall provide development and maintenance of training, documents and websites as requested, including:

- Incident Management Handbook;
- Job aids;
- NIMS Integration Team web site;

- Senior Agency Official course.

Task 3: Meeting and Conference Support

The Contractor shall provide coordination and logistical support necessary for meetings and conferences relating to NIMS integration, including the following:

- Prepare draft agendas and briefing materials for review and approval by the WAM;
- Arrange for conference lines and meeting space at least two weeks before any meeting;
- Develop and distribute briefing materials;
- Attend and facilitate meetings and planning sessions if requested;
- Prepare a summary report on key issues, decisions, and tasks after each meeting;
- Distribute the meeting minutes.

Travel to meetings will be required to fulfill the needs of this task. Assume 1-2 individuals traveling at \$1,500 each. Assume 2-4 meetings on an annual basis.

Task 4: Resource Typing

The Contractor shall provide support for the development of a method to meet the requirements of HSPD-8 resource typing, including:

- Develop implementation method;
- Prepare briefings on implementation method;
- Coordinate with the National Decontamination Team regarding the Equipment Data Base and typing implementation;
- Coordinate with Special Teams as required regarding equipment and personnel capabilities.

Travel to meetings will be required to fulfill the needs of this task. Assume 2 - 3 individuals traveling at \$1,500 each. Assume 1 - 4 meetings on an annual basis.

Task 5: OSC Phone Book

The Contractor shall coordinate with the EPA Environmental Response Team to produce the OSC Phone Book. This task includes:

- Formatting;
- Verifying information;
- Coordinating with the EPA printing office.

Task 6: Support for "Shadowing" program

The Contractor shall provide coordination and meeting support necessary for the implementation and maintenance of the EPA/US Forest Service "Shadowing" program, including:

- Develop, present and document participation in Webinars for EPA personnel participating in the shadowing program;
- Coordinate with the National Interagency Fire Center (NIFC) on deployment of personnel participating in the shadowing program;
- Maintain spreadsheet or data base with EPA personnel participating in the shadowing program;
- Maintain documentation of trip reports from EPA personnel participating in the shadowing program.

ADDITIONAL REQUIREMENTS

Work on this work assignment will comply with all provisions and stipulations in the contract, including the following:

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

GOVERNMENT PRINTING

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70–*Printing*. Any printing or duplication

called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor will coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

CONFLICT OF INTEREST

The contractor will identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor will list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor will state that no conflicts exist.

TRAVEL

Performance under this work assignment requires travel. The contractor will conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/fttr. The contractor will conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor will adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor will follow the goals of EPA's *Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

COMMUNICATIONS PRODUCTS

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor will develop Communications Products in accordance with EPA's *Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in EPA's *Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

DELIVERABLES

compatible with OEM equipment and also use Fonts consistent with those identified in the OEM Graphic Manual.

EXPENDITURE OF FUNDS/HOURS

In addition to the requirements of the contract, the Contractor will notify the WAM when 75% of funds and/or hours for this work assignment have been expended. The Contractor will not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

CONFIDENTIAL BUSINESS INFORMATION (CBI)

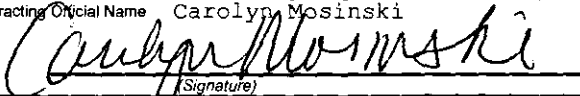
If this work assignment requires use of CBI, the Contractor will abide by all EPA CBI requirements and stipulations. The Contractor will identify in the work plan budget all estimated costs for dealing with CBI requirements. All CBI must be returned to EPA as soon as it is no longer needed under this work assignment or before the expiration of the work assignment, which ever occurs first.

INHERENTLY GOVERNMENTAL FUNCTIONS (IGF)

The Contractor will not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

AUTOMATED DATA PROCESSING (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-522								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4	Title of Work Assignment/SF Site Name BOC Support								
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014								
Comments: Approval of the contractor's work plan and cost estimate dated June 5, 2013 for \$30,915.81 and LOE of 400 hours.										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund <div style="text-align: center;">Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) 22										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee: \$0.00		LOE: 0						
05/05/2008 To 11/04/2014										
This Action:		\$30,915.81		400						
Total:		\$30,915.81		400						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		06/05/2013		Cost/Fee: \$30,915.81		LOE: 400				
Cumulative Approved:				Cost/Fee: \$30,915.81		LOE: 400				
Work Assignment Manager Name Portia Perry						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-564-2285				
						FAX Number:				
Project Officer Name Portia Perry						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2285				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Carolyn Mosinski						Branch/Mail Code:				
 6/21/13 (Signature) (Date)						Phone Number: 202-564-0962				
						FAX Number:				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-522	
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-W-08-036		Contract Period 05/05/2008 To 11/04/2014 Title of Work Assignment/SF Site Name BOC Support	
Contractor SRA International, Inc.		Base Option Period Number 4 Specify Section and paragraph of Contract SOW	
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014	
Comments: This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) 22			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
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STATEMENT OF WORK

Contractor: SRA International

Contract No.: EP-W-08-036

Timeframe: CO Approval to November 4, 2014

Work Assignment Title: Technical and Programmatic Support for the OEM's Business Operations Center

EPA Work Assignment Manager (WAM):

Name: Portia Perry
Address: 1200 Pennsylvania Avenue, N.W.
Mail Code: 5104A
Washington, D.C. 20460
Tel. No. (202) 564-2285
Fax No.: (202) 564-8233
E-mail: perry.portia@epa.gov

EPA Project Officer (PO):

Name: Portia Perry
Address: 1200 Pennsylvania Avenue, N.W.
Mail Code: 5104A
Washington, D.C. 20460
Tel. No. (202) 564-2285
Fax No.: (202) 564-8233
E-mail: perry.portia@epa.gov

Level of Effort

The estimated level of effort (LOE) for this work assignment is 400 hrs. The Contractor shall not exceed the LOE amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

1. Background:

The Business Operations Center (BOC) is responsible for developing, analyzing, managing and overseeing all financial and administrative related activities of the Office of Emergency Management (OEM). As a result, OEM's BOC works closely with their HQ and Regional offices in coordinating these day-to-day activities. The focus of this support is on resource planning, performance evaluation functions and interpreting agency policies and regulations affecting OEM.

In addition, OEM recently established a National Approach to Response (NAR) Workgroup in an effort to resolve certain program office concerns. This workgroup consist of Regional and Headquarters participants and is working to address several pay, finance, and administrative issues that can arise with responses to incidents of national significance.

2. Purpose:

The purpose of this work assignment is to provide technical, analytical, administrative and logistical support to the Office of Emergency Management's Business Operations Center. The specific topics to be covered by this Work Assignment include:

3. Statement of Work:

The Contractor shall perform the following tasks:

Task 1: Prepare Work Plan

The Contractor shall provide a Work Plan to the EPA Contracting Officer (CO). The Work Plan shall include a technical approach of how the work will be accomplished, a cost breakout of labor hours and dollars by labor category for each task with a total summary of all tasks and any Other Direct Costs (ODCs), proposed staffing plan, and schedule of deliverables.

Task 2: Meeting Support

As directed by the EPA WAM, provide technical, administrative and logistical support for OEM/BOC, when they participate on at least three (3) local and national workgroups and committees. Workgroups and committees shall include but are not limited to the National Approach for Response (NAR) and various workgroups which are established to interpret, implement and/or formulate EPA policies and regulations. Estimate 2 employees for each meeting.

- o Assisting the Work Assignment Manager in the development of meeting agendas, briefing materials and compilation of background materials prior to each meeting;
- o Attending meetings to provide technical assistance and facilitation support during meetings, including facilitating discussions, capturing issues and actions items, and using appropriate methods and approaches for working through a decision-making process;
- o Preparing a draft summary technical report after each meeting, which discusses key issues, decisions, findings, interpretations, decisions, and recommendations; and
- o Revise the technical meeting summary to incorporate comments from the EPA WAM and participants and preparing the final meeting summary.

Task 3. Technical and Analytical Support

As directed by the EPA WAM, the contractor shall provide the following types of technical and analytical support.

- o Analyze and develop issue papers, power points and fact-sheets/briefings covering various aspects of OEM's administrative, financial and budgetary related projects. These materials shall address agency programmatic and regulatory issues and shall be used to brief EPA management, other EPA Office staff, EPA Regions or external customers. Data and analytical requests may draw from various databases and information repositories such as the Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS), E-facts, and EPA policies, regulations and guidance;
- o Review, analyze and provide comments and/or recommendations on various documents;
- o Provide support in assessing priorities, strategies, regulations, policies, evaluations and standard operating procedures to implement financial, budgetary, planning, administrative activities for HQ and the Regions.

4. Deliverables Schedule:

All deliverables and the schedule for deliverables will vary depending on the task. Therefore, the deliverables and the schedule for deliverables will be outlined via Technical Direction Form (TDF) to the work assignment.

5. Technical Direction

The Work Assignment Manager (WAM) is authorized to provide technical direction which clarifies the Statement of Work (SOW) as set forth in this Work Assignment. Before initializing any action under technical direction, the Contractor shall ensure that the technical direction falls within the scope of work under this Work Assignment.

6. Reporting Requirements

The contractor shall contact the Contracting Officer, Project Officer (PO) and/or the WAM by telephone to discuss any problems that may adversely affect the work on this work assignment. Within five calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number OP4-523	
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number: <div style="text-align: right; margin-top: 5px;">000001</div>	
Contract Number EP-W-08-036	Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4	Title of Work Assignment/SF Site Name OEM Website&Other Com/Outreach	
Contractor SRA International, Inc.		Specify Section and paragraph of Contract SOW	
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input checked="" type="checkbox"/> Work Plan Approval		Period of Performance From 05/05/2013 To 11/04/2014	
Comments: Approval of the contractor's work plan and cost estimate dated May 28, 2013 for \$202,059.80 and LOE of 1980 hours.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
SFO (Max 2) 22 Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
1			
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Authorized Work Assignment Ceiling			
Contract Period: 05/05/2008 To 11/04/2014		Cost/Fee: \$0.00 LOE: 0	
This Action:		\$202,059.80 1,980	
Total:		\$202,059.80 1,980	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated: 05/28/2013		Cost/Fee: \$202,059.80 LOE: 1,980	
Cumulative Approved:		Cost/Fee: \$202,059.80 LOE: 1,980	
Work Assignment Manager Name Eileen Mayer		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
Project Officer Name Portia Perry		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
Other Agency Official Name		Branch/Mail Code:	
_____ (Signature)		_____ (Date)	
Contracting Official Name Carolyn Mosinski		Branch/Mail Code:	
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <div style="text-align: center; margin-bottom: 5px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="font-size: small;">(Signature)</div> </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="font-size: small;">(Date)</div> </div> </div> <div style="flex: 1; text-align: center; margin-left: 10px;"> <div style="font-size: large; font-family: cursive;">Carolyn Mosinski</div> <div style="font-size: large; font-family: cursive;">6/20/13</div> </div> </div>		Phone Number: 202-564-0962 FAX Number:	

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number OP4-523			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-W-08-036		Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4			Title of Work Assignment/SF Site Name OEM Website&Other Com/Outreach				
Contractor SRA International, Inc.				Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/05/2013 To 11/04/2014			
Comments: This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.									
<input type="checkbox"/> Superfund						Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund			
SFO (Max 2) 22		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 0					
05/05/2008 To 11/04/2014									
This Action:				1,980					
Total:				1,980					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:		Cost/Fee:		LOE:					
Cumulative Approved:		Cost/Fee:		LOE:					
Work Assignment Manager Name Eileen Mayer <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 202-564-9628 FAX Number:			
Project Officer Name Portia Perry <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-2285 FAX Number:			
Other Agency Official Name Danny Uhr <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-6178 FAX Number:			
Contracting Official Name Carolyn Mosinski <div style="display: flex; justify-content: space-between;"> <div> (Signature) </div> <div>5/7/2013 (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-0962 FAX Number:			

Work Assignment Statement of Work (SOW)

CONTRACT NO: EP-W-08-036

WORK ASSIGNMENT NO: OP4-523

AMENDMENT NO:

WORK ASSIGNMENT TITLE: Support for OEM Website and Other Communications and Outreach

WORK ASSIGNMENT MANAGER: Eileen Mayer
EPA/OSWER/OEM/ECD
Mail Code: 5104A Phone: 202/564-9628
Mayer.eileen@epa.gov

ALTERNATE WAM: Margaret Gerardin
EPA/OSWER/OEM/ECD
Mail Code: 5104A Phone: 202/564-2491
Gerardin.margaret@epa.gov

PROJECT OFFICER: Portia Perry
Ph: 202/564-2285

PERIOD OF PERFORMANCE: CO Approval through 11/04/14

LEVEL OF EFFORT

The estimated level of effort (LOE) for this work assignment is 1980 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

BACKGROUND:

The Evaluations and Communications Division (ECD) within EPA's Office of Emergency Management (OEM) is responsible for developing communication strategies and outreach materials, improving document formatting, and publishing fact sheets, brochures, reports, CD ROM's, and other outreach materials.

The OEM Website (www.epa.gov/emergencies) or (www.epa.gov/oem) is our primary method of communicating with our various customers. Although future and regular updating of the content on the OEM Website is the responsibility of individual content editors, OEM anticipates making continued improvements in the template and the information architecture, as well as developing additional web-based tools for the Website and Web pages in order to meet customer needs.

PURPOSE AND OBJECTIVES:

The purpose of this work assignment is to provide support to OEM's Evaluation and Communications Division in preparing publications and other documents for the Web; assisting in maintaining the OEM Website and Intranet; and in developing good Web copy procedures; and conducting usability testing of the redesigned site.

CONTRACTOR SOW REFERENCE:

Task 1 Technical/Analytical Support

- Implementation support to test and evaluate the OEM Website for clarity and consistency; maintain up-to-date content; and enhance the ease of use and navigation of the Website in accordance with the "Minimum Acceptability Standards" in Section I, additional requirements (below);

Task 5 Communications and Outreach Support

- Design, develop and maintain Web pages and related electronic lists, documents or files;
- Format and publication assistance for all products including technical publications, OEM Website, electronic newsletters

CONTRACTOR REQUIREMENTS:

The Contractor shall perform the following tasks:

Task 1: Preparation of Work Plan

The Contractor shall prepare a work plan that includes a detailed technical and staffing plan as well as a detailed cost estimate. The work plan shall also include a description of the level of effort necessary to complete the work identified in the work assignment. The work plan shall be delivered within 21 days of receipt of this work assignment.

Task 2: Support for Outreach and Communication Products

At the direction of the WAM, the contractor shall support development of a communications strategy and other specific outreach and communications products (PDF files, CD-ROMS, etc.) that enhance the OEM Website. Outreach materials may include: brochures, flyers, fact sheets, video, audio, presentation materials (slides, overheads, etc.), press releases, art/conference displays (booths for conferences), promotional items, and annual reports. Support may include technical editing and/or format and publication assistance of documents in conformance with Agency directives and policies.

Task 3: Support for Finalizing OEM Policies Related to Website

The Contractor shall provide format and publication assistance to assist the WAM in finalizing standard operating procedures or style guide incorporating best practices in developing good Web copy, PDF documents, and Section 508 issues for OEM authors and content editors.

Task 4: Maintenances of OEM Website and Associated Web-based Tools

To maintain the Internet Website, the Contractor shall design and implement changes to the public Website and to the underlying databases as direct by the WAM to meet programmatic requirements; changes in Agency Website policies; or in response to customer needs. This may include review of existing Web-available documents to ensure the timeliness. Typically, these changes will require a Domino developer and permission through EPA's NTSD as a database administrator to perform maintenance tasks on the EPA system. The Website database is: epa.gov/oem. The associated tools are the EHS Profile database, the List of Lists database, and the LEPC database.

SCHEDULE AND DELIVERABLES:

Task #	Deliverable	Due Date
Task 1	Workplan	21 days after receipt of work assignment
Task 2	Development of outreach products, as needed and directed by the WAM.	Ongoing
Task 3	Development of procedures and guides as needed and directed by the WAM.	Ongoing

Task 4	Design and implementation of system changes as needed to maintain Website, as directed by the WAM.	Ongoing
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Work on this work assignment shall comply with all provisions and stipulations in the contract, including the following:

Contractor Communications

Upon receipt of the work assignment, the Contractor shall contact the EPA Work Assignment Manager (WAM) to review the Scope of Work (SOW) and desired outcome. This communication shall take place prior to the Contractor's submission of the final work plan.

Upon approval of the work plan, the Contractor shall maintain at least weekly communications with the WAM regarding the status of work on the work assignment.

Deliverables

Unless otherwise requested, the Contractor shall prepare all documents using software compatible with OEM equipment and also use Fonts consistent with those identified in EPA's Graphic Manual or other graphic directives. In addition to submitting a hard copy, the Contractor shall provide all deliverables on CD Rom.

Technical Direction

The Designated WAM on this work assignment is authorized to provide technical direction to the extent allowed under EPAAR (1552.237-71) (APR 1984) (DEVIATION). Other than the Designated WAM, only the Project Officer (PO) and the Contracting Officer (CO) are authorized to provide technical direction.

Technical direction includes:

- (1) Direction to the Contractor which assists the Contractor in accomplishing the SOW.
- (2) Comments on and approval of reports or other deliverables.

Technical direction must be within the contract and the work assignment SOW. The PO and the WAM **do not** have the authority to issue technical direction which:

- (1) institutes additional work outside the scope of either the contract or this work

assignment;

- (2) constitutes a change as defined in the "Changes" clause;
- (3) causes an increase or decrease in the estimated cost of the contract or work assignment;
- (4) alters the period of performance; or
- (5) changes any of the other express terms or conditions of the contract or work assignment.

Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after oral issuance.

Information Technology (IT) Products

Performance under this work assignment requires the contractor to acquire information technology (IT) products on behalf of the Government. When acquiring IT products under this contract, the contractor shall adhere to EPAAR 1552.211-79—Compliance with EPA Policies for Information Resources Management.

Additionally, IT products are often considered "sensitive items" that must be controlled as EPA accountable property. The Contractor shall determine if any IT products to be acquired under this work assignment constitute accountable property and if so, shall coordinate with the Work Assignment Manager (WAM) to ensure all acquired accountable property is controlled and tracked in accordance with Chapter 3 of the EPA Personal Property Policy and Procedures Manual.

Information Technology (IT) Services

Performance under this work assignment requires the contractor to perform information technology (IT) services on behalf of the Government. When performing IT services under this work assignment, the Contractor shall adhere to EPAAR 1552.211-79—Compliance with EPA Policies for Information Resources Management.

Conflict of Interest

The Contractor shall identify in the work plan whether any apparent, potential, or actual conflict of interest exists for any part of the work assignment. If conflicts exist, the Contractor shall list those conflicts and state how they propose to neutralize or mitigate the conflicts. If no conflicts exist, the Contractor shall state that no conflicts exist.

Expenditure of Funds/Hours

In addition to the requirements of the contract, the Contractor shall notify the WAM when 75% of funds and/or hours for this work assignment have been expended.

The Contractor shall not exceed either the dollar or professional labor hour budget of a work assignment without written approval from the CO.

Travel Costs (as applicable)

Performance under this work assignment requires travel. The Contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/fttr. The Contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The Contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

Communications Products

Performance under this work assignment requires the Contractor to develop deliverables that are considered by EPA to be "Communications Products." The Contractor shall develop Communications Products in accordance with EPA's *Policy and Implementation Guide for Communications Product Development and Approval* found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in EPA's *Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.dpf>.

Printing and Duplication

The Contractor is prohibited from performing any printing under the Government Printing and Binding Regulations. Duplication is allowed to the extent it does not exceed 5,000 impressions of a single-page document or 25,000 impressions of multiple-page documents and the work cannot be performed under the job or time constraints at the EPA Print Shop. **Under the above regulations, duplication is further limited to documents generated by the Contractor under the work assignment.**

Inherently Governmental Functions (IGF)

The Contractor shall not perform any IGF under this work assignment. If during the course of developing the plan of work, through receipt of technical direction, or in

carrying out the assignment any portion of the effort is considered to possibly be an IGF, the Contractor must immediately notify the PO.

Automated Data Processing (ADP)

No Federal Information Processing (FIP) resources as defined in 41 CFR Ch. 201, Section 210-4 are to be delivered under this contract. The term, FIP resources, includes FIP equipment, software, services, support services, maintenance, related supplies, and systems.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-524

☐ Other ☒ Amendment Number:

000001

Contract Number
EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 4

Leadership Development Support

Contractor
SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 30, 2013 for \$56,427.14 and LOE of 400 hours.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee: \$0.00

LOE: 0

05/05/2008 To 11/04/2014

This Action:

\$56,427.14

400

Total:

\$56,427.14

400

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 05/30/2013

Cost/Fee: \$56,427.14

LOE: 400

Cumulative Approved:

Cost/Fee: \$56,427.14

LOE: 400

Work Assignment Manager Name Portia Perry

Branch/Mail Code:

Phone Number 202-564-2285

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-524

☐ Other ☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base Option Period Number 4

Title of Work Assignment/SF Site Name

Leadership Development Support

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 0

05/05/2008 To 11/04/2014

This Action:

400

Total:

400

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Portia Perry

Branch/Mail Code:

Phone Number 202-564-2285

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Meghan Thomas

Branch/Mail Code:

Phone Number: 202-250-8640

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP4-524

WORK ASSIGNMENT TITLE: Support for Leadership Development, Program Evaluation, and Office Retreat.

CONTRACTOR: Systems Research and Application Corporation (SRA)

CONTRACT NUMBER: EP-W-08-036

WORK ASSIGNMENT MANAGER:

Portia Perry
Mail Code: 5104A
Phone: (202) 564-2285
Fax: (202) 564-8233

ESTIMATED PERIOD OF PERFORMANCE: CO approval – November 4, 2014

ESTIMATED LABOR HOURS: 400

PURPOSE:

The Purpose of this work assignment is to provide support for conferences and meetings related to OEM management staff and office wide retreats. The work assignment will also provide leadership development support for the OEM management staff and support for 360-Degree Feedback assessment to improve the overall structure of the organization.

BACKGROUND

OEM is responsible for managing several environmental programs including the Risk Management Program (RMP), the Emergency Planning and Community Right-to-Know (EPCRA) program, the Superfund Removal program, and the Oil Pollution program. As a result, OEM works closely with their Regional offices in overseeing and coordinating the day to day activities and efforts related to these programs. To facilitate this collaboration, OEM holds management and office wide retreats to discuss priorities and the future direction of the various programs. Additionally, OEM is continuing to evaluate their programs and policies to ensure they are moving toward the vision and mission of the organization.

DESCRIPTION OF TASKS

The Contractor shall perform the following tasks:

TASK A-1: DEVELOP WORK PLAN

The contractor shall provide a Work Plan to the EPA Contracting Officer (CO). The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, a cost breakout of labor hours and dollars by labor category for each task with total summary of all tasks and any Other Direct Costs (ODC), and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

TASK 1: SUPPORT OEM MANAGEMENT STAFF RETREAT

- a) The contractor shall provide support for an OEM management staff retreat to be held in FY2013 and/or FY2014. This support will include development of draft agenda, discussion documents, training materials, and exercises, based on discussions with and materials from the WAM. Agenda items/topics and meeting materials shall be provided to the WAM via email 10 days after receipt of written technical direction giving the date of the meeting. The contractor will then have 10 days to provide a draft of the agenda and meeting materials. The WAM will review and comment on the agenda and meeting materials within 10 days and provide those comments to the contractor. Any modifications to the deliverable will be requested by the WAM in a written TDF. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
- b) The contractor shall provide facilitation and logistical support for the OEM management staff's retreat, such as securing meeting facilities, ensuring availability of necessary audio-visual equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group discussions, and ensuring proper set up of the meeting room.

TASK 2: SUPPORT OEM OFFICE WIDE RETREAT

- a) The contractor shall provide support for an OEM office wide retreat to be held in FY2013 or FY2014. This support will include development of draft agenda, discussion documents, training materials, and exercises, based on discussions with and materials from the WAM. Agenda items/topics and meeting materials shall be provided to the WAM via email 10 days after receipt of written technical direction giving the date of the meeting. The contractor will then have 10 days to provide a draft of the agenda and meeting materials. The WAM will review and comment on the agenda and meeting materials within 10 days and provide those comments to the contractor. Any modifications to the deliverable will be requested by the WAM in a written TDF. Any modifications requested by EPA shall be incorporated and submitted to the WAM within 10 days of the request.
- b) The contractor shall provide facilitation and logistical support for the OEM office wide retreat, such as securing meeting facilities, ensuring availability of necessary audio-visual

equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group discussions, and ensuring proper set up of the meeting room.

TASK 3: SUPPORT LEADERSHIP DEVELOPMENT

Management Coaching

At the request of the WAM through written technical direction, the contractor shall develop and implement a management coaching program for OEM managers. The program shall include elements such as, group and individual personal coaching, leadership development, leadership assessments, goal setting exercises, and group and individual feedback.

TASK 4: SUPPORT FOR 360-DEGREE FEEDBACK ASSESSMENT

The contractor shall provide support for 360-degree feedback assessments during FY 2013 or FY 2014 as a result of any OEM management or office wide retreat. The EPA WAM will provide technical direction to the contractor on the development and analysis of management and staff feedback input as a result of these meetings.

DELIVERABLES

TASK NO.	DELIVERABLE	DUE	SPECIAL INSTRUCTIONS
A-1	Work Plan	NLT 21 days after receipt of WA	
1	OEM Management Staff Retreat	NLT 120 days after work plan approval	WAM may request revision through Technical Direction
2	OEM Office Wide Retreat	NLT 120 days after work plan approval	WAM may request revision through Technical Direction
3	Support Leadership Development Through Management Coaching	NLT 120 days after work plan approval	WAM may request revision through Technical Direction
4	360-Degree Feedback Assessment	NLT 120 days after work plan approval	WAM may request revision through Technical Direction

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71-*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's *Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-527

☐ Other ☒ Amendment Number:
000001Contract Number
EP-W-08-036Contract Period 05/05/2008 To 11/04/2014
Base Option Period Number 4Title of Work Assignment/SF Site Name
Tech, Reg & Training SupportContractor
SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose: ☐ Work Assignment ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☒ Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated June 11, 2013 for \$310,009.77 and LOE of 3000 hours.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee: \$0.00	LOE: 0
05/05/2008 To 11/04/2014		
This Action:	\$310,009.77	3,000
Total:	\$310,009.77	3,000

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 06/11/2013	Cost/Fee: \$310,009.77	LOE: 3,000
Cumulative Approved:	Cost/Fee: \$310,009.77	LOE: 3,000

Work Assignment Manager Name Mark W. Howard

Branch/Mail Code:

Phone Number 202-564-1964

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-527

☐ Other☐ Amendment Number:

Contract Number

EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Base Option Period Number 4

Title of Work Assignment/SF Site Name

Tech, Reg & Training Support

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/20/2013 To 11/04/2014

Comments:

This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

05/05/2008 To 11/04/2014

Cost/Fee:

LOE: 0

This Action:

3,000

Total:

3,000

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Mark W. Howard

Branch/Mail Code:

Phone Number 202-564-1964

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name Danny Uhr

Branch/Mail Code:

Phone Number: 202-564-6178

FAX Number:

(Signature)

(Date)

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT STATEMENT OF WORK

Contract No: EP-W-08-036 - OP4 - 527

Work Assignment for RPDD

I. Title:

Technical, Regulatory and Training Support for the Oil Activities and the 40 CFR part 112 Regulations

II. Work Assignment Manager:

Mark W. Howard
USEPA/OSWER/OEM/RPDD
Mail Code 5104A
1200 Pennsylvania, Ave, NW
Washington, DC 20460
Telephone: (202) 564-1964
Fax: (202) 564-2625
Email: howard.markw@epa.gov

Patricia Gioffre
Alternate WAM
same address
Telephone: (202) 564-1972
Fax: (202) 564-2625
Email: gioffre.patricia@epa.gov

III. Level of Effort Amendment:

Option year 4: 3000 LOE Hours

IV. Estimated Period of Performance:

05/05/2013 to 11/04/2014

V. Scope of Work:

Background

The Work Assignment Amendment is intended to provide funding and hours for the technical support of development of regulations, guidance, and policy pertaining to oil pollution prevention and preparedness regulations (40 CFR Part 112). This work assignment also addresses needs for program implementation, oil program training, technical outreach and the other oil program activities. Contractor support is immediately necessary to meet the requirements of future rulemaking and policy efforts for the oil program possibly under an extremely ambitious schedule. The tasks included in this effort are as follows:

Task 1: General and specialized technical support of the regulatory process

The contractor shall provide analysis, documents, reports, guidance and data to support both the regulatory process associated with of 40 CFR part 112 and other regulatory activities related to the oil program. This task includes but is not limited to review, comment, analysis and research associated with support of the regulatory action development process (technical support of rulemaking activities, including data gathering activities), litigation support, trend analysis, sector assistance, enforcement, compliance assistance and implementation for 40 CFR part 112. All data gathering activities must be conducted in compliance with the Paperwork Reduction Act and Agency Data Quality Standards. This task also includes the use of specialized technical expertise to support the regulatory action development process. This specialized technical support shall include registered Professional Engineers (PEs), petroleum engineers, production experts (including hydraulic fracturing and offshore operations), oil spill response professionals/planners, corrosion engineers/professionals, safety/fire engineers, API/STI certified 653/570/SP001 inspectors, non-petroleum oil specialists including food sanitation or biofuel specialists, non-petroleum oil chemists, and alternative fuel engineers. This expertise will be used to address storage tank/pipe construction, corrosion, fire protection, inspection, testing, operation, oil spill response/preparedness and planning, security and management issues related to the regulatory process associated with 40 CFR part 112 as required through written technical direction. These experts must be carefully evaluated for potential conflicts of interest.

Task 2: General and specialized technical support of policy development, program implementation and technical outreach materials

The contractor shall provide both general and specialized technical support for the Oil Program implementation efforts. This task includes assisting with the development of policy/guidance, inspection checklists, internal

technical outreach documents, and external technical outreach for government, the regulated community and other interested stakeholders. This task includes but is not limited to the production, development and review of both electronic, HTML (web ready) web pages and printed materials in support of technical outreach as related to 40 CFR part 112. All data gathering activities must be conducted in compliance with the Paperwork Reduction Act and Agency Data Quality Standards. The specialized technical support for this task includes use of registered Professional Engineers (PEs), petroleum engineers, production experts (including hydraulic fracturing and offshore operations), oil spill response professionals/planners, corrosion engineers/professionals, safety/fire engineers, API/STI certified 653/570/SP001 inspectors, non-petroleum oil specialists including food sanitation or biofuel specialists, non-petroleum oil chemists, and alternative fuel experts. This expertise will be used to address storage tank/pipe construction, corrosion, fire protection, inspection, testing, operation, oil spill response/preparedness and planning, security and management issues related to the implementation, and enforcement of 40 CFR part 112 as required through written technical direction. These experts must be carefully evaluated for potential conflicts of interest.

This task shall include review and comment on technical reports (such as API 653/SP001 inspections, 570 inspections, NDT data, corrosion evaluations, standards and practices, and other related inspections) in support of the regional and headquarters offices. This support may also include development of databases/programs and other IT support for program implementation, including but not limited to the SPCC Tier I and II template/plan completion program and software support as needed. The contractor shall perform technical peer reviews of technical documents and materials as required through written technical direction. The task includes but is not limited to the review and analysis of technical documents, laws/regulations, standards, specifications, papers, websites, and presentations as related to the regulatory development enforcement and implementation of 40 CFR part 112.

The contractor shall provide support for technical outreach activities relating to 40 CFR part 112 and other oil program activities. This technical outreach includes but is not limited to the developing and or reviewing the following technical outreach materials: brochures, flyers, fact sheets, videotapes, audiotapes, presentation materials (slides, overheads, etc.) technical press releases, art/conference displays (booths for conferences). The contract shall assure proper coordination with the appropriate Work Assignment Managers (both with SRA and EPA) supporting OEM's communication staff. The task may include the design, development and maintenance of web pages and related electronic lists, documents or files related to 40 CFR part 112 and other oil related activities¹. This task may include formatting and publication assistance for technical publications, OEM webpages, electronic newsletters (such as the EPA Oil Update and similar documents), Teleconferences, AV production/webinar support (including technical support in scrip development, booking and arrangement of studio (and related) support, satellite time, and downlink sites and equipment and other support necessary to produce a teleconference/webinar or other AV product). Develop and revise graphics standards in conformance with Agency directive and policies and providing administrative and technical assistance in support of the oil program.

Task 3: 40 CFR part 112 training, development and support

The contractor shall provide support for the mandatory training requirements of EPA Order 3500.1 relating to OEM's 40 CFR part 112 inspector training courses (4 refresher and 40 hour inspector training courses) and all other training programs relating to the implementation of the 40 CFR part 112 regulation and other oil program related functions. This task includes the production, development and review of both electronic, HTML (web ready) web pages and printed training program materials in support of the 40 CFR part 112 inspector training program development and delivery. This shall include the development of an online refresher module for inspectors to complete the training in an online setting. This task will include developing versions of the 40 hour course materials that is to be developed into or used as webinars to teach to components of the 40 hour course via a webinar. This task also includes support for advanced training courses on inspection related subject matter.

Task 4: Draft briefing materials, general support and transition support

The contractor shall prepare draft briefing materials, fact sheets, workgroup (technical or managers) meeting/conference call notes or summaries, status reports, data summaries and analyses, and conference papers for regulatory, policy, training and litigation support. Finally, this task includes coordinating with current RPDD contractor and the WAM to develop a plan to transition work from the existing contract to any new contract. This includes housing and maintaining all deliverables developed under the ABT and SRA contracts. This may include meeting or phone conferences to complete this task.

Task 5 – Oil Program training development and support

¹ This activity typically will be completed under the WA supporting the OEM communications branch.

The contractor shall prepare draft and final course materials in support of the On Scene Coordinators Readiness training program, the Oil Program Introductory Training program (OPA 101) and the IOSC (including supporting the management of the IOSC film festival). In the case of the IOSC this may also include meeting support to assist with the IOSC. This task may involve travel to the IOSC in Savannah Georgia. This task includes the production, development, and review of electronic and printed training oil program materials in support of the On Scene Coordinators Readiness Training Program, the IOSC, and the Oil Program Introductory Training program (OPA 101).

Task 6 - Technical training/inspection expertise The contractor shall provide expert instructors, trainers and inspectors to instruct EPA staff and/or develop specialized courses. This specialized technical training expertise shall include the utilization of registered Professional Engineers (PEs), oil spill response professionals/planners, petroleum engineers, corrosion engineers/professionals, safety/fire engineers, and API/STI certified 653/570/SP001 inspectors. This expertise will be used to address storage tank/pipe construction, corrosion, production (including hydraulic fracturing), fire protection, inspection, testing, operation, oil spill response/preparedness and planning, security and management issues related to the regulatory and implementation efforts associated with 40 CFR part 112 and other oil program related activities.

Task 7 - Training/technical meeting logistical support and contract management

The contractor shall submit draft technical summaries of workgroup and other meetings to the WAM. This task may include² preparing summaries, meeting notes, documents and outlines for the Technical workgroup, as requested the Oil Program Managers Workgroup, and any other meetings as assigned. The contractor shall provide logistical support for the preparation and delivery of technical staff and Oil Program Manager (OPM) meetings. The contractor shall provide logistical support for the preparation and delivery of training programs under tasks 3, 5, & 6. This support includes online support to host a website for inspectors as well as support for webinar type presentations. The contractor will provide support for registration and assisting with the negotiation/acquisition of hotels/meeting space for the training and meeting tasks under this work assignment. The contractor shall provide a workplan for this work assignment within 21 days after receipt of WA Initiation.

VI. Deliverables

Deliverables will be provided in the Microsoft Office suite, including MS Word and Powerpoint and html-ready documents as requested. Deliverables may be provided in hardcopy, via email or CD/DVD as appropriate. The work plan will be submitted 21 days after receipt of WA initiation.

TASK NO.	DELIVERABLE	DUE	SPECIAL INSTRUCTIONS
	Work Plan	21 days after receipt of WA Initiation	Delays caused by the WAM or holidays will not be counted against the contractor's 21 day deliverable due date.
1	10 technical reports/responses or other deliverable as described in TD	14 days after receipt of TD or date otherwise specified by the WAM in the TD	Delays caused by the WAM or holidays will not be counted against the contractor's 14 day deliverable due date.
2	10 technical reports/responses or other deliverable as described in TD	14 days after receipt of TD or date otherwise specified by the WAM in the TD	Delays caused by the WAM or holidays will not be counted against the contractor's 14 day deliverable due date.
3	Development of class implementation schedules Draft PowerPoint revisions to course materials and to handout materials Final course materials	21 days after receipt of TD or date otherwise specified by the WAM in the TD Within 14 days of course	Delays caused by the WAM or holidays will not be counted against the contractor's deliverable due date. All printing must be in accordance with limitations set forth in this SOW
4	15 sets of briefing/outreach	7 days after receipt of	Delays caused by the WAM or holidays will

² RPDD will be limiting this activity as budgets allow but would like to maintain the task for the WA

	materials	TD or date otherwise specified by the WAM in the TD	not be counted against the contractor's 7 day deliverable due date.
	Quick turnaround tasks such as written or verbal reports, reviews edits or data	3 days after receipt of TD or date otherwise specified by the WAM in the TD	
	Transition strategy and final copies of all deliverable under the contract	Before 30 days of the end of the period of performance.	
5	Development of class implementation schedule	21 days after receipt of TD or date otherwise specified by the WAM in the TD	Delays caused by the WAM or holidays will not be counted against the contractor's deliverable due date.
	Draft PowerPoint revisions to course materials and to handout materials		All printing must be in accordance with limitations set forth in this SOW
	Final course materials	Within 14 days of course	
6	Development of class implementation schedule	21 days after receipt of TD or date otherwise specified by the WAM in the TD	Delays caused by the WAM or holidays will not be counted against the contractor's deliverable due date.
	Draft PowerPoint revisions to course materials and to handout materials		All printing must be in accordance with limitations set forth in this SOW
	Final course materials	Within 14 days of course	
7	30 meeting/conference call minutes	14 days after receipt of TD or date otherwise specified by the WAM in the TD	Delays caused by the WAM or holidays will not be counted against the contractor's 14 day deliverable due date.

VII. Travel

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment. The travel includes the following:

1. One five day trip for one person in support of the SPCC/FRP 3500.1 inspector training program to be held in Kansas City, MO (Summer 2013).
2. One five day trip for one person in support of the SPCC/FRP 3500.1 inspector training program to be held in Portland, OR (Spring 2014).
3. One three day trip for one person in support of an OEM Oil Inspector national meeting (Washington, D.C.).

VIII. Technical Direction

In accordance with EPAAR 1552.237-71–*Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have the authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract or Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing after direction is provided orally.

IX. Government Printing

Performance under this work assignment calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70—*Printing*. Any printing or duplication called for under this work assignment in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Work Assignment Manager (WAM) on all printing or duplication to be completed by EPA's Print Shop or the GPO. The CO has approved the printing of 500 CD/DVD ROMs per period of performance.

X. Information Technology (IT) Products for SPCC Tier I and II Template

Performance under this work assignment may require the contractor to acquire information technology (IT) products on behalf of the Government. When acquiring IT products under this contract, the contractor shall adhere to EPAAR 1552.211-79—*Compliance with EPA Policies for Information Resources Management*.

Additionally, IT products are often considered "sensitive items" that must be controlled as EPA accountable property. The contractor shall determine if any IT products to be acquired under this work assignment constitute accountable property and if so, shall coordinate with the Work Assignment Manager (WAM) to ensure all acquired accountable property is controlled and tracked in accordance with Chapter 3 of the *EPA Personal Property Policy and Procedures Manual*.

XI. IT Services for SPCC Tier I and II Template

Performance under this work assignment may require the contractor to perform information technology (IT) services on behalf of the Government. When performing IT services under this work assignment, the contractor shall adhere to EPAAR 1552.211-79—*Compliance with EPA Policies for Information Resources Management*.

XII. Conflict of Interest

Due to the highly technical nature of the expertise needed to complete this WA a limited pool of contractors can be drawn from in the current market. Often these specialized personnel work for industry or industry advocacy groups. Thus, the relationship with outside stakeholders is of primary interest in this work assignment involving national policy and regulatory development. The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of the work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If no conflicts exist, the contractor shall state that no conflicts exist.

XIII. Green Meetings and Conferences

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of *EPA's Green Meetings / Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.

XIV. Communications Products

Performance under this work assignment requires the contractor to develop deliverables that are considered by EPA to be "Communications Products". The contractor shall develop Communications Products in accordance with

EPA's Policy and Implementation Guide for Communications Product Development and Approval found here: <http://www.epa.gov/productreview/guide/index.html>.

Additionally, if Communications Products require the use of EPA graphics, logos, or other identifiable materials, the Communications Products are further subject to the standards in *EPA's Visual and Product Standards Graphics Manual* found here: <http://wedcor.cor.epa.gov/pages/TIM/VisualIdentity-6-19-07.pdf>.

XV. Survey Management

Performance under this work assignment requires the contractor to create statistical surveys, perform data collection, use questionnaires, or perform statistical analysis of survey data. The contractor shall prepare its work plan and perform these tasks in accordance with the *EPA Survey Management Handbook* found here: <http://www.epa.gov/oamcinc1/0710295/attach12.pdf>.

XVI. Additional Terms

In all contacts with the public and Government officials, contractor personnel shall identify themselves as contractor employees working under contract to the EPA. Contractor identification/Visitor badges shall be prominently displayed at all times and shall be clearly visible in all public settings. The contractor shall submit all analyses, options, recommendations, reports and training materials required under this contract in draft for critical review by the contracting officer or the contracting officers representative. The Government will make all final regulatory, policy and interpretive decisions resulting from contractor-provided technical support under this contract and make the final decision on all contractor-provided recommendations. The contractor shall not publish or otherwise release, distribute or disclose any work product generated under this contract without obtaining EPA's express written advance approval.

LIST OF ACRONYMS

(API)	American Petroleum Institute
(ASTM)	American Society for Testing and Materials
(CAA)	Clean Air Act
(CERCLA or Superfund)	Comprehensive Environmental Response, Compensation, and Liability Act
(CSB)	Chemical Safety Board
(CSISSFRRA)	Chemical Safety Information, Site Security and Fuels Regulatory Relief Act
(CWA)	Clean Water Act
(DHS)	Department of Homeland Security
(EOC)	Emergency Operations Center
(EPA)	Environmental Protection Agency
(EPCRA)	Emergency Preparedness and Community Right-to-Know Act
(FEMA)	Federal Emergency Management Agency
(FRP)	Facility Response Plan
(GPRA)	Government Performance and Results Act
(HSA)	Homeland Security Act
(HSPD)	Homeland Security Presidential Directives
(ICRs)	Information Collection Requests
(ISO)	International Organization for Standardization
(LEPC)	Local Emergency Planning Committees
(MAs)	Mission Assignments
(NACE)	National Association of Corrosion Engineers
(NCP)	National Contingency Plan
(NFPA)	National Fire Protection Association
(NICT)	National Incident Coordination Team
(NIMS)	National Incident Management System
(NRP)	National Response Plan
(NRT)	National Response Team
(NSEP)	National Security Emergency Preparedness program
(NTSB)	National Transportation Safety Board
(OECD)	Organization for Economic Cooperation and Development
(OEM)	Office of Emergency Management
(OPA)	Oil Pollution Act
(OSHA)	Occupational Safety and Health Administration
(PBA)	Performance Based Acquisition
(PDD)	Presidential Decision Directives
(PEI)	Petroleum Equipment Institute
(RMP)	Risk Management Program
(RRT)	Regional Response Team
(RSC)	Response Support Corp
(SARA)	Superfund Amendments and Reauthorization Act
(SERC)	States Emergency Planning Committees
(SPCC)	Spill Prevention, Control, and Countermeasure
(STI)	Steel Tank Institute
(UNEP)	United Nations Environmental Program

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

OP4-533

☐ Other ☒ Amendment Number:

000001

Contract Number
EP-W-08-036

Contract Period 05/05/2008 To 11/04/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 4

EOC Operations & Coord. Supp

Contractor

SRA International, Inc.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 05/05/2013 To 11/04/2014

Comments:

Approval of the contractor's work plan and cost estimate dated May 21, 2013 for \$124,274.57 and LOE of 1400 hours.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

22

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:	Cost/Fee:	LOE:
05/05/2008 To 11/04/2014	\$0.00	0
This Action:	\$124,274.57	1,400
Total:	\$124,274.57	1,400

Work Plan / Cost Estimate Approvals

Contractor WP Dated:	Cost/Fee:	LOE:
05/21/2013	\$124,274.57	1,400
Cumulative Approved:	Cost/Fee:	LOE:
	\$124,274.57	1,400

Work Assignment Manager Name Eugene Lee

Branch/Mail Code:

Phone Number 202-564-7988

FAX Number:

(Signature)

(Date)

Project Officer Name Portia Perry

Branch/Mail Code:

Phone Number: 202-564-2285

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

FAX Number:

Contracting Official Name Carolyn Mosinski

Branch/Mail Code:

Phone Number: 202-564-0962

FAX Number:

(Signature)

(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number OP4-533				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-08-036			Contract Period 05/05/2008 To 11/04/2014 Base Option Period Number 4			Title of Work Assignment/SF Site Name EOC Operations & Coord. Supp.				
Contractor SRA International, Inc.				Specify Section and paragraph of Contract SOW						
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 05/05/2013 To 11/04/2014				
Comments: This is a Work Assignment Initiation for Option Period 4 of the Contract. The contractor shall submit a detailed technical and staffing plan and a detailed cost estimate in accordance with the Work Assignment clause.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) 22 Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
05/05/2008 To 11/04/2014										
This Action:						1,400				
Total:						1,400				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Eugene Lee						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-564-7988				
						FAX Number:				
Project Officer Name Portia Perry						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-2285				
						FAX Number:				
Other Agency Official Name Danny Uhr						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-6178				
						FAX Number:				
Contracting Official Name Carolyn Mosinski						Branch/Mail Code:				
<i>Carolyn Mosinski</i> 5/7/2013 (Signature) (Date)						Phone Number: 202-564-0962				
						FAX Number:				

WORK ASSIGNMENT STATEMENT OF WORK

WORK ASSIGNMENT NUMBER: OP4-533

WORK ASSIGNMENT TITLE: Support for EOC Operations & Coordination

AMENDMENT NUMBER: -0-

CONTRACTOR: SRA International

CONTRACT NUMBER: EP-W-08-036. Option Period IV

WORK ASSIGNMENT MANAGER:

Eugene Lee, OEM/POCD

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ALTERNATE WAM

John Irizarry, OEM/POCD

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Phone: 202-564-2520

PERIOD OF PERFORMANCE: CO Approval to November 4, 2014.

LEVEL OF EFFORT

The estimated level of effort (LOE) for this work assignment is 1400 hrs. The contractor shall not exceed the estimated LOE/\$ amount in the final approved work plan. Any increase must be initiated through a formal work assignment amendment.

BACKGROUND:

The Office of Emergency Management is responsible for providing policy, programmatic support and technical assistance to its stakeholders, including Regional EPA preparedness, planning and response programs operating under the authorities of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) as amended by the Superfund Amendment and Reauthorization Act (SARA), the Clean Water Act (CWA), the Oil Pollution Act (OPA) of 1990, the Stafford Act, Clean Air Act 112r and various Homeland Security presidential initiatives.

OEM program operations and coordination activities include headquarters support for emergency responses, time and non-time critical removals as defined in the National Oil and Hazardous Substances Contingency Plan (NCP) and major responses under the National Response

Framework (NRF), programmatic and coordination support also extends to various activities related to Department of Homeland Security (DHS) initiatives and chemical emergency preparedness and prevention.

In addition, OEM serves as the lead office for coordination of headquarters emergency operations associated with Emergency Operations Center (EOC) activations involving oil, hazardous materials, and other environmental problems; catastrophic disasters involving and/or affecting hazardous material, oil releases and EPA facilities and sites. The Headquarters EOC in the Ariel Rios building serves as the focal point for national coordination efforts during a major incident.

SCOPE:

The purpose of this work assignment is to provide technical assistance to support OEM program personnel in Headquarters and, where appropriate, regional personnel. The focus of this support is on EOC-related program operations and coordination led by the Program Operations and Coordination Division (POCD), but may also encompass support for related EOC activities in other OEM directorships. Technical assistance shall also include support for the EPA HQ Emergency Operations Center, Emergency Support Function (ESF) #10, and during alerts and activations for large-scale disasters, emergencies, exercises and pre-deployments. The Contractor shall support the EPA Incident Management Plan and HQ Incident Command System.

TASKS:

TASK 1: DEVELOP WORK PLAN

Within 21 calendar days after receipt of this work assignment, the contractor shall submit its proposed work plan. The work plan shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables, including the plan for monthly reporting and regular communications.

TASK 2: SUPPORT FOR EPA HQ EOC OPERATIONS

Task Description:

The EPA's HQ Emergency Operations Center (EOC) is the agency's hub of communications and coordination during nationally significant incidents. The EOC is connected to all EPA Regions and Special Teams to facilitate seamless coordination across the Agency and US States and Territories. The Office of Emergency Management (OEM) manages the EOC facility and directs operations during exercises, events and incidents.

OEM also maintains EOC daily operations and situational awareness on a 24/7 basis through a team of Watch Officers and regional coordinators. The EOC Watch Office is connected with the National Response Center for notification of oil spills and hazardous materials and closely monitors news media and other sources for environmental releases. In addition, the EOC's

Watch Officers and other EOC staff coordinate with FEMA, the DHS National Operations Center (NOC), White House Operations and all other Federal responding agencies.

Contractor shall support emergency operations centers and develop emergency management-related training materials.

Specific areas of contractor support are captured below in the following sub-task categories:

Sub-task 2.1: Technical Support for EOC Daily Operations

The Contractor shall provide support to Watch Officers (WO) through assistance with drafting Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs and job aids) for the conduct of Watch Officer, After-Hours Watch Officer, and other support functions in the EOC. The contractor shall plan for providing support for three revisions to the Watch Officer SOP Handbook, approximately every 6 months. The revisions shall include new and updated job aides as warranted. The revisions shall be prepared and submitted by the Contractor first as draft and, after review by the EPA Work Assignment Managers (WAMs), as final in both Word and pdf files. The Contractor shall also attend semi-annual Watch Officer meetings when the WO SOP Handbook revisions are discussed.

In addition to the main WO Guide, the contractor shall provide support with the development of four quick guides for the WO and Senior WO functions which include step-by-step directions for operating the Flex-viewer and quad-screen and covering daily ops and activation scenarios.

Sub-task 2.2: Support for EOC Trainings and Exercises

The EOC hosts a number of training and exercise events during the year, some of which require contractor support. For planning purposes, the contractor shall plan on supporting two exercises with assistance in the development of CONOPs documents and four training events (estimate 20 participants for each event) utilizing updated or modified existing training modules.

The specific content and schedule of deliverables shall be identified via TDF and are outlined in the below task deliverables.

Sub-Task 2.3: After Action Activities

The Contractor shall assist in the compilation of after action reporting that includes information about EPA performance during the response (including exercises). After-action reports typically include the following information: a general summary of the event; key facts and figures about the size of the event and the amount of EPA resources (people and equipment) used to respond; EPA participation during the response; EPA organizational participants; positive outcomes at both headquarters and the regions; challenges, issues and recommendations for future corrective action. In order to develop the after action report, the contractor shall participate in after action meetings (e.g., hotwashes), prepare incident evaluation forms and summarize major outcomes from these activities. Event-specific after-action activities will be included in the TDF issued for the activation. For planning purposes, the contractor shall estimate supporting 3 after action

events consisting of a one-hour hotwash in the EOC, preparation of distribution of updated evaluation forms, summary of responses, and summary of the event/incident.

Sub-task 2.4: Other EOC Support

The Contractor shall provide, on an incident-by-incident basis, other support and assistance as may be required to meet the needs of the specific emergency activation, pre-deployment, exercise, or developmental need. For instance, during hurricane responses, the contractor may provide support for national staffing of EPA personnel under the Resources Unit. While EPA is able to specify a number of areas of support that may be needed during an activation, the Agency recognizes that each incident is unique and that there may be specialized support needs that are not easily identifiable prior to an activation. If this support is needed, additional direction, including applicable deliverable schedules will be provided with the activation message. For planning purposes, the contractor shall estimate support from 1 contractor personnel for a one week period to cover special support needs over three events (i.e., 3 weeks total support).

TASK 3: INITIAL SUPPORT FOR EOC ACTIVATIONS

During selected activations of the EOC (i.e., for incidents and pre-deployments) the Contractor shall provide technical support for activities associated with the activation(s). Notification of an activation(s) for which contractor assistance is required shall be via an email message issued by the Work Assignment Manager identifying the location(s), e.g., EOC, and positions for which the work is to be performed (including if other than or in addition to the EOC), hours of operation, specific activities to be performed, and the deliverables schedule associated with the particular activation. General support shall include answering phones, forwarding and taking messages and maintaining spreadsheets, rosters and file management (i.e., resources and documentation unit support). For purposes of estimating contractor support levels, the contractor shall assume two Level 1 activations (i.e., a sustained response to a major incident with daily 12 hour operational periods) at the EOC lasting two weeks with a need for support from two contractor personnel. And, two pre-deployments where the contractor will provide support for development of Concept of Operations Plans (CONOPs) for the pre-deployment. Actual utilization of contractor support under this sub-task may occur across several activations. Due to the nature of emergency response activities, there is no way of predicting in advance the exact extent of contractor support needs. In the event of a prolonged response effort (e.g., Hurricane Katrina or Deepwater Horizon Oil Spill type incident), a separate incident-specific work assignment will be issued.

The specific support and materials required for an incident are activation dependent and will include, but are not limited to, the following:

- Situation Unit Support (e.g., consolidation of incident information)
- Resource Unit Support (e.g., staffing schedules and daily rosters)
- Documentation Unit Support (e.g., maintain incident folders, meeting minutes and summaries)
- General Planning Section Support for pre-deployments (e.g., CONOPs documents)

TASK 1: Work Plan and Work Assignment Amendment Management

Deliverable Task	Deliverable Title	Due Date
1.0	Work Plan	Within 21 days of WA receipt
1.0	Monthly Progress reports	Monthly
1.0	Routine Communications	Ongoing (at least semi-monthly)

TASK 2: Support for HQ EOC Operations

Deliverable Task	Deliverable Title	Due Date
2.1	Watch Officer Handbook Revisions (3)	Semi-annual, exact schedule via TDF, estimate Oct 13, April 14, and Sept 14 delivery dates
2.1	WO and SWO Quick Guides	Drafts by August 30, 2013 Final by September 30, 2013
2.2	Support for EOC Trainings (4)	Exact training dates provided via TDF
2.2	Support for EOC Exercises (2) Development of EOC CONOPs documents	Estimate Fall 2013 and Spring 2014 Exact exercise dates provided by TDF
2.3	After Action Activities (3) Completed within two weeks of demobilization of the EOC for an event/incident	As scheduled via TDF, completion date within 2 weeks of demobilization from an incident/event
2.4	Other EOC Support (3 instances)	As scheduled via TDF

TASK 3: Initial Support for EOC Activations

Deliverable Task	Deliverable Title	Due Date
3.0	Support for EOC Activations (2)	As scheduled via TDF

Contractor Staff Qualifications

The Contractor staff assigned to the WA shall possess proficiency in the use and operations of the following office automatic hardware and software:

- Microsoft Windows
- Microsoft Office 2007
- Electronic Mail (Lotus 8.0 and 8.5 and Microsoft Outlook)
- Lotus QuickPlace / Microsoft Sharepoint
- Internet Browsers
- WebEOC
- EPAOSC.org
- EPA ESRI Flexviewer application (Lite GIS Mapping)

Work Assignment Manager

The Work Assignment Manager (WAM) for this work assignment amendment is Eugene Lee, OEM/POCD.

TECHNICAL DIRECTION

In accordance with EPAAR 1552.237-71 – *Technical Direction*, the Work Assignment Manager (WAM) will provide Technical Direction during performance of this Work Assignment.

Technical Direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical Direction must be within the scope of the contract-level SOW. The WAM does not have authority to issue Technical Direction which:

- (1) Requires additional work outside the scope of the contract Work Assignment;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or Work Assignment;
- (4) Alters the period of performance of the contract or Work Assignment; or
- (5) Changes any of the other express terms or conditions of the contract or Work Assignment.

Technical Direction will be issued in writing by the WAM, or confirmed by the WAM in writing within five (5) calendar days after oral issuance.

CONFLICT OF INTEREST

The contractor shall identify in the work plan whether any apparent, potential, or actual conflicts of interest exist for any part of this work assignment. If conflicts exist, the contractor shall list those conflicts and state how it proposes to neutralize or mitigate the conflicts. If not conflicts exist, the contractor shall state that no conflicts exist.

TRAVEL

Performance under this work assignment requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found her: www.gsa.gov/fttr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with DoD's Joint Travel regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of the Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this work assignment.

GREEN MEETINGS AND CONFERENCES

Performance of this work assignment requires the contractor to perform meeting or conference support services. In performing those services and when setting up meetings and conferences, the contractor shall follow the goals of EPA's *Green Meetings/Conferences Initiative* found here: <http://www.epa.gov/oppt/greenmeetings/index.htm>.